

Internet Acceptable Use / Email Policy for Training Depot Day Nursery staff

Scope

This Policy provides the acceptable standards for use of the Internet and e-mail by all Nursery employees. It applies to all Nursery employees

Responsibilities

It is the responsibility of Miss Salma to publicise and make this policy available to all current and future Nursery staff, and to ensure that the standards within it are both monitored and enforced and to advise of any serious breaches of this policy.

All staff responsibilities

1. Members of Staff may only access the Internet on Training Depot Day Nursery equipment after they have read and signed the Internet Acceptable Use Policy Agreement of the setting;
2. Members of Staff may access the Internet for educational and professional purposes. This includes setting activities, study and research activities, ideas, pictures, etc...
3. Members of Staff may not use the work internet accesses for social networking:
Disciplinary procedures will be carried out if any member of staff is found breaching this condition.
4. Members of Staff must not engage in any on-line financial transactions. The only staff allowed to make any on-line financial transactions are the **Miss Salma, Miss Sandhya, Miss Helena, Miss Shanique, Miss Majeda.**
5. Members of staff must follow the following guidelines listed below:
 - All guidelines related to system integrity, security and passwords,
 - All guidelines related to the use of appropriate language,
 - All guidelines related to accessing inappropriate materials,
 - All guidelines related to personal safety,
 - All guidelines related to the data and files of others users.
6. Members of staff must accept that all on-line activity will be subject to monitoring and that all materials accessed and printed may be viewed by the Manager or Owner.
7. Any breach of the code of acceptable use, practice and behaviour is likely to lead to the withdrawal of an individual's ability to access the internet.
8. Any use of the internet for activities which may be in violation of the Data Protection Act or the Computer Misuse Act, may be subject to criminal prosecution.

System integrity, security and passwords

Members of Staff must not access or modify hardware and software setup without permission from the Owner.

Sign on passwords should be used appropriately and members of staff should ensure that confidential information is not accessed by other users. Staff should not modify or distribute the sign-on password system.

Personal Use of Internet, email and mobile phones

Access to Internet web sites that are unrelated to school business should be restricted to out of working hours and designated breaks.

The sending of emails or texts that are wholly or substantially unrelated to nursery business should be restricted to out of outside working hours and designated breaks.

Access to Internet web sites that are unrelated to nursery business should be restricted to out of nursery hours and designated breaks.

Personal use of both email and the Internet must not breach any of the definitions of inappropriate use as defined in this document.

Internet Use

Access to the Internet is similarly provided for business use. It is not a perk or means of entertainment. Sites and groups visited should be related to workplace matters.

Sites must not be accessed which contain inappropriate material as defined in the table below

Adult or explicit (including photo searches for such material)	Incitement (e.g. race hate or supremacist ideologies)
Chat rooms or Instant Messaging (<i>except for educational purposes</i>)	Personal ads or dating
Criminal skills or resources	Newsgroups and forums (<i>except for educational purposes</i>)
Downloads of ring-tones, screensavers and games	Internet based Peer to peer networks e.g. Napster etc.
Illegal drugs	Hacking, virus writing or password cracking
Gambling	Depiction or advocacy of violence or the use of weapons

Email Use

Email is provided for business use. It is not a perk or means of entertainment. Content of all emails should be substantially related to workplace matters.

Email should never be sent, forwarded or replied to where the content is adult, explicit offensive or otherwise inappropriate as specified in the table below.

Appropriate Language

Members of Staff **must not use rude, vulgar, abusive or racist language** in any of the materials written on, published from, printed from or emailed from Training Depot Day Nursery equipment.

Appropriate Materials

Members of Staff **must not** access, view, print, download, publish, post or e-mail abusive pornographic or racist materials.

Members of Staff **must not** publish post or e-mail the address (URL) of any website, which contains abusive, pornographic or racist materials.

Members of Staff **must not** create, publish, post or e-mail any materials, which are for commercial, business (other than for Training Depot Day Nursery) or political purposes.

Inappropriate e-mail content definitions

Abusive	Bullying	Defamatory
Disruptive	Harmful to TDDN	Harassing
Insulting	Intolerant	Obscene
Offensive	Politically Biased	Sexual Innuendo
Violent	Threatening	

Personal Safety

Members of Staff **must not** publish post or e-mail personal details about themselves, their family or any other member of staff.

Members of Staff **must inform** the Manager, Owner or another member of Senior Staff on duty of any e-mail received, which asks for any personal details, e.g. telephone number, home address etc of any member of staff.

Data and files and Copyright

Members of Staff **must not** use or incorporate any material downloaded from the Internet in their own work without identifying its source and author.

Members of Staff **must not** use copyright materials without the permission of the copyright holder.

Named members of staff allowed Internet Access

Miss Cherise Mackenzie
Miss Salma Bibi
Mrs Sandhya Godhanian
Miss Nafisa Aziz
Miss Shaniqwe Gonsalves

Miss Nargis Aziz
Mrs Helena Sweet
Miss Aliyah Khan
Miss Majeda Begum

Reviewed By Miss Sandhya August 24