

Use of Internet and E-mail Policy

Use of the Internet by employees of Little Pumpkins Nursery is permitted and encouraged where such use supports the learning and education of the children, in line with the Early Years Foundation Stage. However, Little Pumpkins Nursery has a policy for the use of the Internet whereby employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way **and for business purposes only**
- Use e-mail for business purposes only
- Do not create unnecessary business risks to the company by their misuse of the internet

Unacceptable use or behaviour

In particular, the following is deemed unacceptable use or behaviour by employees:

- Visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Visiting websites that are not for business purposes
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Using the Internet to send offensive or harassing material to other users
- Downloading any software or files without the prior permission of the Nursery Manager or Director. In addition, any software or any copyrighted materials belonging to third parties must not be downloaded unless this download is covered or permitted under a commercial agreement or other such licence (unauthorised copying is a criminal offence)
- Downloading any software or files which are not for business purposes
- Installing any software without the prior permission of the Nursery Manager or Director
- Hacking into unauthorised areas
- Undertaking deliberate activities that waste staff effort or networked resources
- Introducing any form of malicious software into the corporate network
- Accessing personal e-mails
- Accessing any social networking sites or chat rooms
- Making personal online purchases
- Making business online purchases without the prior permission of the Nursery Manager or Proprietor
- Publishing defamatory and/or knowingly false material about Little Pumpkins Nursery, your colleagues and/or our parents, children, Committee or any other associate of Little Pumpkins Nursery on social networking sites, blogs (online journals), wikis, 'tweets' and any online publishing format

Parents and carers also need to have regard for the above statement. Also, the confidentiality of all within the group is paramount and members of the Nursery must be mindful of this at all times, taking care to ensure pictures or names are not made public knowledge without prior permission from those involved.

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