

## Thorpe Willoughby Childcare Centre

### Internet Policy



The internet can be freely accessed for the setting's matters (including finding resources, planning etc.) during working hours.

In order to protect our facilities:

- Staff must not download personal music / films etc.
- Staff must be aware of viruses which could lurk in emails.

Whilst using the setting's internet facilities staff must not open any emails from names that aren't recognised in order to protect the setting computer from potential viruses.

Staff must be aware that all incoming and outgoing emails can be read by the setting management team.

This is not intended to infringe on staff privacy, but the internet is a very public way of communicating and like all companies, the management reserves the right to ensure that the name of the setting is not brought into disrepute.

It is vitally important that staff are careful about content that they search out or download.

Every time you view a page on the internet, it is possible to trace your visit back to the setting's computer.

This means that it is possible to tell if the setting's computer was being used to look at inappropriate web pages.

Staff must be aware of their responsibilities to the setting when using social networking sites such as Facebook.

Our confidentiality policy must be adhered to at all times, even outside of working hours.

It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents.

Disciplinary action could result if the setting is brought into disrepute.

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