

## ***Internet Use Policy***

### **Statement of Intent**

The only appropriate use of the internet at Blakeney Pre-school is via a pre-school computer/laptop; access via personal devices is not permitted. The only internet access that is appropriate on Blakeney Pre-school computers/laptops is for the purposes of conducting pre-school business or for educational purposes by the children.

The Pre-School leader has access to business email accounts. These accounts should be used for conducting pre-school business only.

Personal internet access is prohibited at Blakeney Pre-school in order to safeguard the welfare of the children.

### **Aims**

To ensure that staff members, volunteers and rota parents are clear on what Blakeney Pre-school considers being acceptable use of the internet in the work place. To ensure staff are aware of the business email addresses to be used for business purposes.

### **In order to fulfil these aims**

- Staff must not attempt to access the internet at Blakeney Pre-school on any device other than a pre-school computer/laptop.
- Under **no** circumstances are preschool Kindles to be taken into the bathrooms –they must be left on playleaders cupboard when not in use.
- Parents are requested not to attempt to access the internet on personal devices whilst at Blakeney Pre-school. Please also see Mobile and [Camera Policy](#).
- Staff may only access the internet in order to carry out pre-school business or to access educational activities for the children as directed by the Pre-School Leader.
- Information that is copyright must not be copied from the internet.
- Safe downloading procedures should be followed including the use of scanning for viruses and the use of Firewalls
- Passwords should be used on Blakeney Pre-school computers/laptops. Passwords should be shared on a need to know basis, although at least two people must know how to access all information that is vital to the running of Blakeney Pre-school. Passwords should be regularly changed to ensure on-going protection and must not be easily guessable.
- The visiting of pornographic websites or downloading obscene, offensive or indecent material whilst in the workplace or on a Blakeney Pre-school computer/laptop will be considered to be gross misconduct and make continuous employment impossible.
- Blakeney pre-school uses the 'South West Grid for Learning' to access the internet this blocks certain websites and ensures only safe sites are accessed.
- The Pre-School Leaders have access to business email addresses. These should be used for business purposes only.
- All internet communications on behalf of Blakeney Pre-school must be managed professionally and with regard to the protection and promotion of the public image of Blakeney Pre-school.
- The sending of offensive emails is prohibited. Please see [Cyber Bullying](#)
- Staff must be aware that anything transmitted via a work-based email account is the legal responsibility of Blakeney Pre-school.
- Failure to follow these procedures may result in the implementation of disciplinary procedures. Please see [Staffing Policy](#)