



STAFF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY

Purpose

The purpose of this policy is to set guidelines and rules to all Micklands Pre-School employees (and volunteers) on the acceptable use of ICT at work. This includes Micklands Pre-School computers, emails and internet.

Policy Statement

Use of the internet by employees of Micklands Pre-School is permitted and encouraged where such use supports the learning and education of the children, in line with the Early Years Foundation Stage (EYFS). To avoid misunderstanding and confusion, all employees must abide by the rules and follow our policy relating to ICT usage. These rules are designed to minimise the legal risks to Micklands Pre-School when employees have access to ICT.

Where something is not specifically covered in this policy, employees should seek advice from the Pre-School Supervisor or Pre-School Administrator.

Please note that breaches of this policy will be taken seriously and could amount to gross misconduct which could lead to dismissal.

Micklands Pre-School Computers

Micklands Pre-School has a policy for the use of their computers whereby employees must ensure that they:

- use pre-school computers for business use only;
- comply with current legislation;
- use the internet in an acceptable way and for business purposes only;
- do not use the internet to access offensive or illegal material of any type which includes but is not limited to racist terminology or nudity;
- do not under any circumstances go on to any chat lines or dating websites;
- do not access online gambling websites;
- do not access ebay or similar auction websites;
- do not enter into any contracts or commitments in the name of or on behalf of Micklands Pre-School;



STAFF (ICT) POLICY (continued)

- do not arrange for any personal goods ordered on the internet to be delivered to the pre-school address or order them in the pre-school's name;
- do not create unnecessary business risks to the company by their misuse of the internet;
- use e-mail for business purposes only;
- do not send personal emails from pre-school computers;
- do not send unsolicited emails or use email for personal gain;
- do not store any photos of children or of any other type on the pre-school computer or email photos to someone else. (Please note under no circumstances should photos of children be removed or transmitted from the building by any device. Breach of this is a disciplinary matter that could result in the termination of your employment).

Business Emails

Employees should always bear in mind that an email from Micklands Pre-School has the same legal effect as a letter from us on our headed paper. This underlines the importance of being careful with what is said in an email in case it is misunderstood. All company emails must contain our standard footer.

Confidentiality

Before sending any confidential information by email, employees should consider carefully whether appropriate steps have been taken to maintain such confidentiality. Email is not inherently a more secure medium of communication than traditional means and emails can easily be copied, forwarded and stored.

Data Protection

If employees have access to data about individuals, they should bear in mind at all times the provisions of the General Data Protection Regulation (GDPR) (2018)

Breaches

The employee is responsible for any actions that are taken against us by a third party arising from restricted and/ or offensive material being displayed on or sent by the employee through our computer systems.



STAFF (ICT) POLICY (continued)

Inappropriate Material

Employees must not view or download or pass on any pornographic material on our computer systems or place obscene or offensive screensavers. In line with the normal rules that apply to employees, racist, sexist, blasphemous, defamatory, obscene, indecent or abusive messages are not allowed to be sent on our computer systems, either internally or externally. All employees must think carefully before sending any questionable messages that could reflect badly on the pre-school.

Monitoring

Where thought necessary, the pre-school reserves the right to intercept and monitor employee communications, including email and internet. This right to monitor may be exercised, for example, to decide whether communications are relevant to the business, to prevent or detect crime and to ensure the effective operation of the systems.

Examples of monitoring internet access may be, but are not limited to, ensuring employees do not view offensive or illegal material, such as material containing racist terminology or nudity (although we understand that it is possible for employees to inadvertently view such material and employees will have the opportunity to explain if this is the case), or if we suspect that an employee has been spending an excessive amount of time on the internet during working time.

Downloading Files and Software

Employees are not permitted to download file on to pre-school computers. If there is a special reason a file needs to be downloaded, the employee must obtain the permission of the Pre-School Supervisor or Pre-School Administrator.

Licensed Software

Only properly licensed software may be loaded on to our systems. Employees are not allowed to use any material they know or suspect to be in breach of copyright. In addition, employees may not pass such material on to anyone else. It is important to bear in mind that breach of copyright for business purposes can be a criminal offence by both the pre-school and individual concerned.



STAFF (ICT) POLICY (continued)

No software may be loaded on to our systems without first obtaining the express permission of the Pre-School Supervisor or Pre-School Administrator. Software includes business applications, shareware, entertainment shareware, games, screensavers and demonstration software. The copying of software media and manuals is also prohibited.

Social Networking Sites

We do not allow access to social networking websites from pre-school computers at any time.

(The only exception to this is our own Micklands Pre-School Facebook group. This is a closed group accessible only by employees and committee members which is to be used as a means of communication, putting forward ideas and feedback in relation to pre-school business only. Employees and committee members are expected to interact in an appropriate way on this Facebook page).

Employees are free to participate in social networking on their own devices and in their own time provided they ensure confidentiality and the pre-school reputation is protected, they do not breach the law or disclose pre-school information, defame the pre-school or our suppliers, customers, parents, carers, children in our care, employees or disclose personal data or information about any individual that could breach the General Data Protection Regulation (GDPR) (2018). The pre-school therefore requires employees using social networking websites to:

- refrain from identifying themselves as working for the pre-school;
- ensure that they do not conduct themselves in a way that is detrimental to the pre-school;
- take care not to allow their interaction on these websites to damage working relationships between members of staff and customers of the pre-school such as parents and carers.

If employees choose to write about their work even without identifying the precise Micklands Pre-School name, it may still be possible for people to work out the employer's identity. Individuals should always be conscious of their duty as employees to act in good faith and in the best interests of their employer under English law. The pre-school will not tolerate criticisms on the internet from our employees.



STAFF (ICT) POLICY (continued)

Complaints with regard to an employee's activity on a social networking site or blog will be taken very seriously and may constitute gross misconduct and may be subject to disciplinary action.

Misuse

Misuse of pre-school computers is a serious disciplinary offense. The following are examples of misuse:

- using the pre-school wireless connection for purposes that are not business related;
- using the pre-school wireless connection on personal devices for any purpose;
- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- visiting websites that are not for business purposes;
- using the pre-school computer to perpetrate any form of fraud or theft;
- sending by email or downloading abusive, rude, offensive or defamatory messages;
- using unauthorised software;
- installing any software without permission;
- hacking;
- system sabotage;
- introducing viruses;
- obtaining unauthorised access;
- using the system for unauthorised private work or game playing;
- breaches of the General Data Protection Regulation (GDPR) (2018);
- publishing defamatory and/or knowingly false material about Micklands Pre-School, your colleagues and/or our parents, children, committee or any other associate of Micklands Pre-School on social networking sites (such as Facebook), 'blogs' (online journals), 'wikis' and any online publishing format;
- accessing personal e-mails, any social networking sites, dating websites, gambling websites, auction websites or chat rooms;
- making personal online purchases;
- making business online purchases without the prior permission of the Pre-School Administrator. (Only the Pre-School Administrator may make online business purchases or enter into agreements or contracts in the name of the pre-school).



STAFF (ICT) POLICY (continued)

This list is not exhaustive and depending on the circumstances of each case, misuse of the computer system may be considered gross misconduct leading to dismissal without notice. Misuse amounting to criminal conduct may be reported by us to the police.

Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the pre-school's Disciplinary Procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

Agreement

All pre-school employees, contractors, temporary staff, committee and volunteers who have been granted the right to use the company's internet access are required to understand, accept and agree to this policy.