Information Communication and Technology Policy

Safeguarding and Welfare Requirements / 3.4, 3.67, 3.69, 3.72

- Skylark Day Nursery is registered with the Information Commissioner's Office (ICO) and ensures compliance with ICO and General Data Protection Regulations (2018).
- The Internet will only be used by authorised individuals.
- The Internet will only be used for business purposes.
- Any computer connected to the Internet will run the latest version of anti-virus software.
- It is the responsibility of the computer user to ensure that anti-virus software is updated whenever a new release is made available.
- Users will not browse, download or send material that could be considered offensive to colleagues.
- It is the user's responsibility to ensure that any software downloaded from the Internet is adequately licensed.
- Users are reminded that the use of non-standard screen savers is not permitted.
- Staff are to be reminded of how they use social media outside of the setting for their own personal use.
- Failure to comply with the Internet Usage Policy will result in disciplinary action.
- There is no current access to the internet for children, but appropriate filters will be in place for use in the future.

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Review Date	Name	Position	Signature

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