

## **Computers/IT equipment Policy**

- Staff/volunteers will not use setting equipment to store inappropriate or indecent material. This will result in gross misconduct procedures being implemented and dismissal.
- Any passwords are kept confidential by staff members and unauthorized access will not be permitted.
- Only age appropriate software is used on the Pre-School equipment.

*This policy was adopted at a meeting of the pre-school held on (date).....*

*Signed on behalf of the pre-school.....*