

# Internet Usage Policy

## Introduction

At Dilton Marsh Pre-School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. The Pre-School provides staff with opportunities to use the excellent resources on the Internet and to extend their knowledge to include resources as they become available.

**\*\*The children do not have access to the internet at this time!\*\***

## Code of Practise

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for Dilton Marsh Pre-School makes explicit to all users what is safe and acceptable and what is not. The scope of the Code covers fixed and mobile Internet; school PCs, laptops and tablets.

It should also be noted that the use of devices owned personally by staff and brought onto pre-school premises (such as mobile phones, camera phones, tablets, etc.) are subject to the same requirements as technology provided by the school.

The Committee will constantly monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

## Code of Practise for Staff

Staff have agreed the following code of safe practise:

- Any websites used by staff should be appropriate and proper to ensure there is no unsuitable content and that material is age-appropriate.
- In the interests of system security staff passwords should only be shared with the Playleader or committee chair.
- Staff should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Staff are aware that all Internet usage will be monitored and records of websites visited will be checked frequently.
- Emails are monitored regularly and should only be used for Pre-School business.
- Deliberate/accidental access to inappropriate materials or any other breaches of the pre-school code of practice should be reported immediately to a senior member of staff/committee.
- Photographs of the pre-school children will not be uploaded to any social media website under any circumstances.
- The Pre-School internet or equipment may not be used for unauthorised commercial transactions.

## Sanctions

Incidents of internet misuse which arise will be dealt with in accordance with the pre-school's discipline policy and could lead to dismissal.

Incidents involving child protection issues will be dealt with in accordance with pre-school's Safeguarding procedures.

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

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

*Reviewed –*

*Reviewed –*

*Reviewed –*

*Reviewed –*

*Reviewed –*