



# INFORMATION, COMMUNICATION AND TECHNOLOGY POLICY

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

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- Precious Memories Day Nursery is registered with the Information Commissioner's Office to ensure compliance.
  - The Internet will only be used by authorised individuals.
  - The Internet will only be used for business purposes.
  - All Internet usage will be logged and this information will be made available to a user's manager on request.
  - 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.