

ICT POLICY

The aim of this policy is to ensure that the information and communication technology (ICT) resources (hardware, software and infrastructure) provided by Jollytots that assist employees in performing their daily business tasks, are used effectively, ethnically and legally.

Management responsibilities

* Ensure employees act in a lawful manner, making appropriate use of site technologies for approved purposes only
* Keep up to date logins and passwords of computer users in a secure manner
* Work with external agencies as necessary to ensure the integrity of the system
* Monitor employees internet and email as it is to ensure compliance with the policy
* Identify training needs
* Keep anti-virus, firewall and anti spyware up to date at all times

User responsibilities

* Use ICT resources for business use only
* Don’t access or receive obscene or offensive material
* Don’t divulge to anyone else at any time log in names or passwords other than directed by the manager
* Don’t add, delete or make changes to any software or hardware
* Don’t upload or download any software other than that provided by the company without permission from the manager
* Report any warning messages, faults or problems to the manager
* Attend any training that is given
* Act in a responsible, ethical and lawful manner
* Staff who use the nursery tablet are responsible for its security and that it is brought back to the office after use
* Staff found in breach of this policy may be disciplined in accordance with the disciplinary procedure

Emails

Emails are written communication and must meet the same standards as other published documents.

* The provision of an email address is for business use only.
* When receiving emails ensure that they are from a reputable source before accessing

Accessing the internet

* Viewing or downloading offensive, obscene or indecent material is forbidden
* Downloading material protected by copyright is forbidden
* Accessing chat line, gambling or game sites is forbidden
* Accessing social networking sites, other than Jollytots Facebook page, is forbidden
* Jollytots will consider it gross misconduct and a breach of confidentiality for inappropriate material to be posted concerning the business. We reserve the right to enforce disciplinary rule if any such material that breaches confidentiality of the business, our employees, the children in our care, their parents/carers or our suppliers or that brings the setting into disrepute.

Data security

* The use of USB sticks, CD, DVD, or other media that would enable material to be copied from the settings computer system is forbidden unless expressly authorised by the manager. Such media should not be brought into the workplace without authorisation.
* Replying or clicking on links within an email where the source is not verified is forbidden, advice should be sought from the manager where there are grounds for concern.

Telephones

Landlines

* Access to international dialling codes is forbidden
* Telephones should be used for outgoing personal calls only in an emergence or for health and safety reasons. Personal calls should be kept brief.
* Faults, queries and problems should be reported to the manager

Mobiles

* Should be switched off during working hours
* Accessed only during lunch breaks
* Camera phones are not permitted in any of the rooms

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

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