

The setting's internet connection is provided by Melbourn Primary School, and as such, all aspects of the School internet policy must be adhered to. The school's "filtered" connection from Cambridgeshire County Council will be used which should protect children and staff.

The following rules also apply:

The internet can be freely accessed for setting matters (including finding resources, planning etc) during working hours. Staff should not use the children's computer while the setting is open without permission of the Leader.

Staff should be aware of internet safety, and not expose the setting computers and email accounts to viruses, malware, email scams and other threats.

CDs and DVDs from home should only be used on the setting computer with agreement of the Leader.

Personal use and use of the internet not related to the business of the setting is not allowed at any time.

Any information and digital images stored of children will be stored within the Dropbox or Tapestry systems. These are password protected and only accessible by relevant adults.

Emails sent on behalf of the setting, particularly to parents, should be sent through the setting email accounts. No personal communication should be entered into. This is to ensure the smooth running of the setting and protect staff and the reputation of the setting.

Staff must be aware of their responsibilities to the setting when using any social networking sites. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain all the staff's status as professional childcare workers and therefore we would urge all staff to think twice before fostering online friendships with parents. Disciplinary action could result if the Setting is brought into disrepute.

Staff and Parents must not put pictures of any of the children on the Internet without prior consent from the parents of all children concerned.

Children are to be encouraged to use the internet if appropriate, but must be supervised at all times.

This policy was adopted at a meeting of	Melbourn Playgroup and Out of School Club CIO Management Committee
Held on	16/07/18
Date to be reviewed	2018-19 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber & Janet Cottenden
Role of signatory (e.g. chair/owner)	Co - Chair