

The aim of this policy is to ensure that staff and children will benefit from technologies offered in a safe and effective manner.

- Firewall and Filtering software is in place in order to minimise the risk of exposure to inappropriate material.
- All computers have a username and password to get on to the computer which only staff members have access to. Under no circumstances will children be left with unsupervised access to the internet and after each session the internet will be disconnected.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of the internet and mobile technologies will be for learning and development purposes only.
- Adults must never disclose or publicise any child's personal information, such as address, telephone number or pictures.
- Adults must be aware that any usage, including distributing or receiving information, setting related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Adults must only use approved email accounts.
- Adults must not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.