



Wattisham Airfield Childcare Centre

Computer and Tablet usage

Office computers and laptops

During working hours employees must only use e-mail and access the internet on authorised and recognised company business. Care must be taken when attaching documents to ensure there is no infringement of copyright and employees must not disclose confidential information.

Disciplinary investigations/actions will be initiated if any employees are found to be accessing or downloading inappropriate material.

No laptops/computers and/or memory sticks with confidential information on are to be taken out of the building at any time.

Computer software:

Due to potential virus infection and consequent damage to the business, employees must not load any software on to the computer without prior approval from the management team/committee.

It is mandatory that computers are shut down appropriately and re-booted daily.

Employees must not make pirate copies of company owned software for use by other persons either inside or outside the company. This not only breaks company rules and could result in the disciplinary process being invoked it is an illegal practice and contravenes the privacy act. If issues of this nature arise it may result in dismissal.

Tablets:

Tablets are used by staff to access children's development records via Tapestry with parental permission. Tablets are to be kept on the premises at all times and are password protected. Staff

can use educational online apps to support the children's development with permission from management.

Photos of children are taken with the tablets and can be transferred to the main computers.

Legal framework:

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Every Child Matters: Change for Children 2004
- EYFS Welfare Requirements – Organisation.

This policy was adopted at a meeting of _____ name of setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management _____
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____