



## **Acceptable Internet Use policy**

The use of the internet by employees of Kidz Star Club is permitted and encouraged where such use and supports the goals and objectives of the business.

However, Kidz Star Club has a policy for the use of the internet whereby employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way inside and outside of work
- Do not create unnecessary business risk to the company by their misuse of the internet including typed or photo images on social networking sites such as Twitter, Facebook etc

### **Unacceptable behaviour**

The following is deemed unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, offensive, inappropriate images or otherwise illegal material.
- Using Kidz Star Club computers to perpetrate any form of fraud, or software, film or music piracy.
- Using the internet to display or to send offensive or harassing materials that belong to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
- Accessing into unauthorised areas
- Publishing defamatory and/or knowingly false material about Kidz Star Club, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network.

### **Company-owned information held on third-party websites**

Any information referring to Kidz Star Club or information regarding a child, parent or families past and present connected to Kidz Star Club which is displayed on third party websites remains the property of Kidz Star Club.

### **Monitoring**

Kidz Star Club accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the company's internet related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of internet and network

traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

**Sanctions**

Any employee failing to comply with the policy, will follow Kidz Star Club disciplinary procedures.

**Agreement**

All company employees, contractors, volunteers, students or temporary staff are required to sign the agreement confirming their understanding and acceptance of this policy.

**I acknowledge receipt of and understanding of Kidz Star Club acceptable internet use policy.**

**Name** .....

**Signature** .....

**Date** .....

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on (date) Wednesday 21<sup>st</sup> October 2015

Signed on behalf of the Management trustee director

Role of signatory (e.g. chairperson etc.)

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Updated 19.3.11, 4.10.11, 10.10.12, 9.10.13, 26.9.14,21.10.14, 20.10.15