Social Networking

Acceptable internet use policy

Use of the internet by employees of Alburgh with Denton and Harleston Preschool Nurseries is permitted and encouraged, where such use supports the goals and objectives of the business.

However, Alburgh with Denton and Harleston Preschool Nurseries have 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.
- do not create unnecessary business risk to the company by their misuse of the internet.
- do not use it to the detriment of the preschool.

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- using the computer to perpetrate any form of fraud, or software, film or music piracy.
- using the internet to send offensive or harassing material to other users.
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- hacking into unauthorised areas.
- publishing defamatory and/or knowingly false material about Alburgh with Denton and Harleston Preschool Nurseries, your colleagues and/or our customers on social networking sites, ‘blogs’ (online journals), ‘wikis’ and any online publishing format.
- revealing confidential information about Alburgh with Denton and Harleston Preschool Nurseries in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions.
- 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

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Alburgh with Denton and Harleston Preschool Nurseries. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

Monitoring

Alburgh with Denton and Harleston Preschool Nurseries 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. Inappropriate use or activities will be challenged.

Sanctions

Where it is believed that an employee has failed to comply with this policy or any of our other policies, they will face disciplinary procedures.

Agreement

All company employees, contractors or temporary staff who have been granted the right to use the company's internet access are required to sign to confirm their understanding and acceptance of this policy.