

## LAKEHOUSE AND STATIONHOUSE NURSERIES SYSTEMS AND WEBSITES ACCEPTABLE USAGE NURSERY TECHNOLOGY POLICY (FEBRUARY 2015)

Lakehouse Nurseries Ltd takes the safeguarding of the children and staff within our care extremely seriously. In compliance with the Data Protection Act, prior written consent is sought before taking, recording or sharing any images of children. Technological advancements have made it much easier to share images and we are extremely excited that you are now able to see and save pictures of your child at nursery any time anywhere, courtesy of this online observation system. However this accessibility does bring with it risks and it is for this reason that we ask that you are cautious and considered when showing or sharing any of these images or the information on this site.

We have given each parent /legal guardian their own secure log on and password to ensure the safety of this information, please protect your passwords and ensure you view securely. We also ask that where other children/staff appear in photographs that these images are not shared with others via social media or by any other means.

Please ensure that you read and fully understand the following document and if you have any concerns or queries please contact the nursery Manager immediately.

This policy applies to Lakehouse Nurseries Ltd (**known as the Nursery in this document:** which incorporates all of the company's nursery systems, information, and web sites). The Nursery's information, and information systems, are highly valuable assets which are critical to our business; and to safeguard the children and parents at the nursery, and must be protected appropriately.

The Nurseries information, Websites and System are protected by copyrights, trademarks, service marks, international treaties, and/or other proprietary rights and laws of the U.K and other countries. You agree to abide by all applicable proprietary rights laws and other laws, as well as any additional copyright notices or restrictions contained in these terms. The Nurseries owns all rights, title, and interest in and to these information, systems, and websites. These terms grant you no right, title, or interest in any intellectual property owned or licensed by the Nursery including (but not limited to) the Nursery's systems and trademarks.

The nursery may monitor your use of the site or application over time to ensure continued compliance with these policies and appropriate behaviour.

### **YOUR RESPONSIBILITIES**

You are responsible for your own acceptable use of the NURSERY systems and services. If you have any doubt about the 'acceptability' of a particular activity, you must seek prior guidance from your nursery manager.

#### ***You should...***

- Ensure that only authorised parties are provided access to Nursery information.

- Change your password regularly or immediately if you suspect it is known by anyone else.
- Email is an insecure communication method and consequently, care must be taken to protect
- We will never contact you via email or telephone to ask for your password details, if such a request is made please inform your nursery manager immediately.
- Inform your nursery manager if you receive any form of communication that pertains to be from the Nursery but you suspect may be fraudulent.
- Ensure that any comments or communications that you make via the Nursery Systems:
  - do not contain **inappropriate content (see note below)**
  - that all comments are factually correct and that any opinion expressed would not require regulatory censure.
  - Refrain from activities that may pose any threat or risk to Nursery.

**Note:** Inappropriate content also includes abusive, obscene or libellous comment or any content that may bring embarrassment or distress to the Nursery, its colleagues, customers or suppliers or otherwise harm the reputation of those companies or individuals.

## UNACCEPTABLE BEHAVIOUR

The list below contains common examples of unacceptable behaviour, however it is not exhaustive.

You MUST refer your manager where you are uncertain.

**You must not...**

- **Include and links to other websites or files in your comments** or notes.
- Engage in any activities which may put at risk the reputation of the Nursery or the confidentiality of Nursery or customer information.
- Disable or attempt to circumvent security tools such as anti-virus software or firewalls, attempt to use alternate means to access blocked websites or content or rename or alter files to disguise their true content.
- Use any device to copy, record, film, or in any way capture video or sound recordings without requesting specific written permission to do so from the nursery Owners.
- Write down or share your password.
- Distribute externally any Nursery content without specific written permission from the Nursery Owner.

**If you are in any doubt about any aspects of the above policy, or require any clarification or guidance for an action or event that you need to undertake, please discuss this fully with your Nursery manager or the Nursery IT system administrator**