



Tickton Pre-school and Play Pals acceptable email use

Policy.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

Acceptable email use:

The use of email by employees, parent committee volunteer members and parents/carers of Tickton Pre-school and Play Pals is permitted and encouraged where such use supports the goals and objectives of the business.

However, Tickton Preschool and Play Pals has a policy for the use of email whereby the employee/parent committee volunteer members must ensure that they:

- **Use email in an acceptable way**
- **do not create unnecessary business risk to the setting by their misuse of the internet**
- **Comply with current EYFS legislation.**
- **Use the setting email address and Facebook address ONLY for parents to contact, not personal email.**

Unacceptable behaviour:

(In some cases of unacceptable behaviour, the police, the local safeguarding board and Ofsted will be contacted – to report the incident).

The following behaviour by an employee is considered unacceptable:-

- The use of setting communications systems to set up personal businesses or send chain letters.
- The forwarding of company confidential messages to external locations.
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal.
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment.
- Accessing copyrighted information in a way that violates the copyright.
- Broadcasting unsolicited personal views on social, political, religious or other non-business-related matters.
- Transmitting unsolicited commercial or advertising material.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of computer virus or malware into the corporate network.

Monitoring:

Tickton Pre-school and Play Pals accepts that the use of email and Facebook communications is a valuable tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the charity setting.

In addition, all of the settings email resources are provided for business purposes. Therefore, Tickton Pre-school and Play Pals management maintains the right to examine any systems used and inspect any data recorded in those systems or on setting computers/ICT equipment – including tablet computers/ i-pods.

The setting manager will review all programmes, emails and shared materials on a regular basis.

Sanctions:

Where it is believed that an employee has failed to comply with this policy, they will face Tickton Pre-school and Play Pals disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record. The LSGB, Police and Ofsted may need to be contacted.

Agreement:

All setting employees and volunteers, contractors or temporary staff who have been granted the right to use the company's email services are required to sign an agreement confirming their understanding and acceptance of this policy.