

Safeguarding and Welfare Requirements

3.4, 3.67, 3.69, 3.72

Information, Communication and Technology Policy

Little Cubs Academy is registered with the Information Commissioner's Office (ICO) and ensures compliance with ICO and General Data Protection Regulations (2018).

- The Internet will only be used by authorised individuals.
- The Internet will only be used for business purposes.
- All Internet usage will be logged and this information will be made available to a user's manager on request.
- Any computer connected to the Internet will run the latest version of anti-virus software.
- It is the responsibility of the computer user to ensure that anti-virus software is updated whenever a new release is made available.
- Users will not browse, download or send material that could be considered offensive to colleagues.
- It is the user's responsibility to ensure that any software downloaded from the Internet is adequately licensed.
- Users are reminded that the use of non-standard screen savers is not permitted.
- Staff are to be reminded of how they use social media outside the setting for their own personal use.
- Failure to comply with the Internet Usage Policy will result in disciplinary action.

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>