



Cambo Pre-school

Cambo First School

Cambo

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Cambo Wraparound Information Technology Policy

With increasing use of the Internet and electronic communications within the business, Cambo Wraparound is keen to maximize the benefits of the technology for its staff and to assist in the smooth running of our facility.

- It is therefore essential that Cambo Wraparound Staff have widespread access to the technology and become proficient in its use. Policy in this area recognizes that Cambo Wraparound Line Managers are best placed to understand the business and operational needs for the technology and its use within their teams. At the same time this policy provides a framework of safeguards to protect the wider interests of the facility, in particular, it seeks to create an environment which demonstrates the importance of safeguarding children and to prevent:
 - Overloading of the systems.
 - Exposure to viruses.
 - Damage to Cambo Wraparound's reputation.
 - Use of Cambo Wraparound facilities in a way which would be offensive.
 - Damage to Cambo Wraparound's network assets.

Please read through this document thoroughly so that you understand all of the user security policies.

Connection to Cambo Wraparound Email Services

Cambo Wraparound employees are permitted access to Cambo Wraparound email services. Cambo Wraparound Manager must authorise such access. Other people must not be given direct access to Cambo Wraparound email services.

Improper Use of Cambo Wraparound Email Services

Email services must not be used in any way likely to bring Cambo Wraparound into disrepute. The following are not permitted:

- Making personal comment outside Cambo Wraparound unless it is clear from the email that it does not represent the view of the facility.
- Making any defamatory/derogatory comments about companies or individuals, either within or outside Cambo Wraparound, which may result in legal action against or embarrassment to Cambo Wraparound
- Producing, introducing or forwarding chain letters, hoax emails, emails containing viruses.
- Registering a Cambo Wraparound email account on an external mailing list for receipt of email (other than for business purposes).
- Using distribution lists from the Global Address List for personal items of mail.
- Conducting personal business transactions via email, e.g., selling, advertising.
- Sending or saving material that is obscene, offensive or of a sexual nature, whether in word, image or audio file.
- Sending material that is discriminatory or could offend others because of its political nature.
- Masquerading as another individual using the company's email system.

Acceptable Social Networking Policy

Staff must ensure that they establish safe and professional online behaviour.

The purpose of this policy is:

- to outline the responsibilities of members of staff using the Internet to access social networking websites such as Facebook.
- To ensure that staff are aware that they can be putting themselves in a vulnerable position when communicating with young people or vulnerable adults via social networking.

Scope of this policy

This procedure will apply to all staff of Cambo Wraparound.

This policy applies to social networking sites. Social networking refers to a broad range of websites and services that allow people to connect with friends, family, and colleagues online, as well as meet people with similar interests or hobbies

This policy applies to staff when they are using social networking sites on Cambo Wraparound or other equipment and their use is linked to Cambo Wraparound. Examples of ways in which staff are linked to Cambo Wraparound when they are using the Internet are:

- using a Cambo Wraparound email address as their contact email;
- stating in their profile that they work for Cambo Wraparound;
- stating in a discussion online that they work for Cambo Wraparound;
- posting comments/information about Cambo Wraparound on social networking sites;
- using social networking sites to communicate with parents, carers, and staff;
- using networking sites from Cambo Wraparound computers.

This list gives examples of how someone can be linked to Cambo Wraparound and is not exhaustive.

Principles

- The Internet is provided by Cambo Wraparound for business use.
- The use of social networking sites for activities that are authorised is acceptable and it is acknowledged that some staff use non-personal social networking sites as another method of communication with outside contacts and with children's parents.
- Cambo Wraparound recognises that many members of staff use the internet for personal and recreational purposes outside working hours and that many staff participate in social networking.
- Cambo Wraparound reserves the right to restrict access to these websites if it should be necessary.
- When staff are using social networking sites and their use can be linked to Cambo Wraparound, then the member of staff is representing Cambo Wraparound.
- All staff should keep their work and private use of social networking sites separate. This should be done by creating separate profiles.
- Staff should not invite children's parents to be a "friend" on their personal social networking site.

Conduct

Cambo Wraparound respects a member of staff's right to a private life. However, Cambo Wraparound must also ensure that its reputation and confidentiality are protected. It must also ensure that staff are protecting themselves when using the internet.

Staff using social networking websites in a manner that can be seen as representing Cambo Wraparound are required to:

- set their profiles to private, so that they control who they allow to see their detailed information
- ensure that they do not conduct themselves in a way that is and/or could be seen as bringing Cambo Wraparound into disrepute;

- ensure that any comments they post on these websites could not constitute bullying, harassment or discrimination;
- take care not to allow their interaction on these websites to damage working relationships between members of staff and clients of Cambo Wraparound;
- take care not to allow their interaction with parents of students to be construed as unprofessional.
- Ensure that they do not contravene the Data Protection Act by posting information about Cambo Wraparound, its staff or students or any third party..

In addition if staff have personal profiles that they use outside Cambo Wraparound, they are reminded that their profile can be viewed if it is set with public access, so they should take steps to prevent themselves from revealing inappropriate or unprofessional information.

Any member of staff who has a concern about the potentially inappropriate use of social networking sites should contact their line manager or any committee member.

Security and identity theft

Staff should be aware that social networking websites are a public forum, particularly if the member of staff is part of a network. Staff should not assume that their entries on any website will remain private, and should use the appropriate privacy settings to ensure their profile is protected and not open to the general public. Staff should never send abusive, defamatory or distasteful messages or post any offensive photographs, videos or the like.

Staff must also be security conscious and take steps to protect themselves from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords. In addition, staff should:

- ensure that no information is made available that could provide a person with unauthorised access to Cambo Wraparound, its systems and/or any confidential information; and
- refrain from revealing any sensitive and/or confidential information regarding Cambo Wraparound on any social networking website.

Network Accounts and Passwords

Each Cambo Wraparound employee is given one of two types of accounts: access to Cambo Wraparound email and user. The user account is the account granting permissions to file and print services of Cambo Wraparound network. The email account is the account used for sending and receiving email. In order to safeguard Cambo Wraparound, the following acts are prohibited:

- Sharing of passwords.
- Posting passwords in plain sight, i.e., on Post-It notes in your work area.
- Allowing any individual access to the network via your account and password.
- Using your accounts to facilitate actions outside the parameters of your job.

Password Policy

In order to take every precaution concerning individual user accounts it is the policy of Cambo Wraparound that the following criteria be applied.

All user passwords:

- Must be at least six characters long or eight characters for privileged users
- Must contain at least one non-alpha character
- Must not be easily guessable
- Should be as random as possible and not related to: the userid, user's identity, date, time, telephone numbers, names, car registrations, etc.
- Should not include duplication or sequential characters, e.g., AA, 77, AB or 45

Account Deletion

In the event of employee termination it will be the standard procedure of Cambo Wraparound to immediately disable the user's network account.

User Laptops and Desktops

We recognise that, because of the nature of our work, it may be necessary for staff to take the Wraparound laptop home with them on occasion. On such occasions this needs to be used in a safe and appropriate way.

Guidelines on the use of the Wraparound Laptop in order to:

- Prohibit the misuse of the Wraparound laptop.
- Ensure staff are fully aware of their responsibilities when taking the laptop out of the setting.
- Create an environment which demonstrates the importance of safeguarding children.
- Protect the children who use our service from the inappropriate use of their images stored on the laptop.
- Laptop passwords must not be shared, in any circumstances, with anyone outside our Wraparound provision.
- Staff using the laptop outside the setting should take care to ensure that the websites they access are appropriate in content and that any material downloaded relates to their work within Pre-school/Wraparound.
- Only Wraparound staff may use the laptop outside the setting.
- Staff taking the laptop home should be aware that they will be held responsible for the use of the laptop and its content.
- The laptop should not be used to store images and photographs for personal use by staff.
- The Committee of Wraparound may check the content of the laptop at any time.
- There is to be no software installed on the laptop without the express written permission or supervision of the Wraparound Manager.
- In the event of remote or travelling users, be aware of situations where shoulder surfing (the act of observing information displayed on a monitor from behind the user) could endanger sensitive Wraparound information.
- At the end of the day the laptop should be stored in the locked cupboard if permission as not been given to take the laptop home.
- Staff should not use their own laptops at work.
- Any breach of the above policies will result in disciplinary actions which may result in the termination of employment.
- In the event that an employee leaves Cambo Wraparound employment all IT equipment/ memory sticks should be returned to the Pre-School Manager

User Data

All data, including documents, spreadsheets, databases, etc., should be stored on removable network drives like USB sticks. This is to protect them from loss or corruption. When at all possible, one should store all critical data on the removable pen drive.

Data Ownership

All information held electronically must have a designated owner who is responsible for ensuring that the information clearly displays the appropriate privacy marking to reflect the impact of disclosure, alteration, incompleteness or unavailability of the information.

Media Labelling

All computer media shall be electronically and physically labeled so that each item is individually identifiable both electronically and visibly. The use of descriptive labels other than privacy markings must be avoided.

Notification of Policy Violations

If for any reason you are unable or unwilling to fulfill these requirements, you must contact Cambo Wraparound Manager immediately in order to record any and all security risks beforehand. Issues of this nature will be reviewed on a case-by-case basis and appropriate actions will be taken accordingly.

Policy Infraction

Any infraction of the above policies will result in disciplinary actions up to and including termination of employment. Protection of company data and network resources is of the highest priority and enforcement of these rules will be strict.

Termination of Employment

In the event that an employee leaves the employment of Cambo Wraparound all IT equipment that they have been issued with; laptop, USB removable drive, should be returned to the Wraparound Manager for safe removal and archiving of any sensitive data.