



Acceptable Use Policy

The purpose of this Acceptable Use Policy is to protect Little Cygnets Childcare Ltd, its employees, customers, and children from potential harm caused by the misuse of company systems and data. Misuse includes both intentional and unintentional actions.

Responsibilities

- Every individual with access to Little Cygnets systems and data is responsible for ensuring the security and confidentiality of this information.
- All users must adhere to this policy at all times.

Monitoring

- Little Cygnets reserves the right and authority to monitor the use of all systems and the flow of any data through or stored within these systems.

Data Security

- Any data stored within Little Cygnets systems remains the property of Little Cygnets.
- You are prohibited from sending, printing, uploading, removing, or transferring any company data to non-company systems or individuals, unless explicitly authorized in the course of your duties.
- Little Cygnets systems must be the sole platform for accessing company data. Company data should not be opened, shared, or used with non-company systems, including personal devices.
- Data must not be moved or copied from its original location without explicit authorization.

Prohibited Actions

- You are prohibited from accessing any social networking sites (personal or otherwise) through Little Cygnets systems.

Breach of Policy

- If in doubt about any aspect of this policy, please contact Jess or Scott.
- Any breach of this policy may result in disciplinary action, up to and including dismissal.
- Unauthorized access to company devices, data, or networks may lead to criminal or civil prosecution.

Signed (Jessica Burns): Jessica Burns

Signed (Scott Marshall): Scott Marshall

Review Date: March 2026