



POLICY: **Cyber Safety**

Links: HS32

Rationale & Objectives:

The internet and information and communication technologies (ICT) play an increasingly important role in the learning of children in the ECE sector, and in the administration of ECE services.

All team members, children and families at Lumsden Kindergarten will have safe access to any ICT including use of the Internet, ICT equipment, devices, computers and mobile phones.

Procedures:

- Lumsden Kindergarten will ensure good computer security systems including updated antivirus, firewall and anti spyware software.
- The use of the computer network is restricted to Lumsden Kindergarten related activities such as administration requirements, online portfolios EDUCA, programme planning and documentation, teachers' professional development, resourcing ideas and information related to benefitting the learning needs of the staff, children and families of Lumsden Kindergarten.
- Personal use by team members will be discussed and agreed upon in the team contract. Lumsden Kindergarten will maintain a safe work environment and a safe environment for visitors under the Health and Safety in Employment Act 1992.
- Lumsden Kindergarten promotes the safe and responsible operation/use, at any time, on or off the centre site, and by any person, of the centre's Internet facilities, network and associated ICT equipment/devices.
- The use of the Lumsden Kindergarten computer network, Internet access facilities, computers and other ICT equipment/devices (including mobile phones, iPads and iPods) on or off the centre site, is restricted to:
 - Team members who have signed a staff contract that agrees to all terms and conditions of the Cyber Safety Policy; and
 - a child whose parents/caregivers who have read the Cyber Safety Policy and have agreed on child's enrolment form to permit their use of ICT as part of the learning environment.
- The use of privately owned mobile phones or ICT devices are restricted to activities that are relevant to Lumsden Kindergarten's learning environment. This includes storage of any images or material on such devices.

- Access to the centre's computer network, computers and Internet access facilities requires a password protected personal user account. Confidentiality will be maintained in regards to any usernames and passwords.
- Lumsden Kindergarten reserves the right to monitor, access and review all use of centre-owned ICT equipment/devices. This includes personal emails sent and received using the centre's computers and/or network facilities, either during or outside centre hours.
- Authorisation from Lumsden Kindergarten manager must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any Lumsden Kindergarten ICT equipment/devices. This includes use of such technologies as bluetooth, infrared and wireless, and any similar technologies, which have been or may be developed. Any user seeking authorisation should speak with the manager.

Children's use of the Internet and email:

- Children will be actively supervised by a team member when accessing the Internet.

Confidentiality and privacy

- The principles of confidentiality and privacy extend to accessing or inadvertently viewing information about personnel or children and their families, which is stored on the centre's network or any device.
- Privacy laws are such that team members, should seek advice from centre management and permission given by parents/whānau regarding matters such as the collection and/or display/publication of images (such as personal images of children or adults), as well as text (such as children's personal writing).
- Ministry of Education guidelines should be followed regarding issues of privacy, safety and copyright associated with the online publication of children's personal details or work.

Posting material

- Signed parental/guardian permission must be given before any material in regards to children be posted on the centre's Internet, social media or learning and development site EDUCA.
- All material submitted for publication on the centre's Internet, social media or EDUCA site should be appropriate to the centre's learning environment.
- All parents/guardians must sign enrolment agreement which states that no images taken at Lumsden Kindergarten shall be posted on personal sites (e.g. Facebook) unless images are only of their child or have been passed by centre management.
- Any other images posted on the Internet (e.g. Facebook, twitter, Lumsden Kindergarten website, etc.) requires permission either from parents/caregivers or persons in the image (in the event that a parent, visitor or teacher is photographed).
- When Lumsden Kindergarten hosts a centre event we will be posting photos and or videos of this event onto our social media accounts and Educa. Parents and whānau will be

informed about this via a poster and through our newsletters before the event. If a parent is not happy about this then teachers will suggest that their child not take part in the event.

- When Lumsden Kindergarten holds a centre event a poster will be visible to families & whānau informing them not to post pictures or video up on their personal social media accounts if other children are featured. This is a breach of privacy as not all our families consent to their child/ren being on social media.

Inappropriate activities/material

- Lumsden Kindergarten will take all reasonable steps to filter or screen all material accessed using the centre's network or Internet access facilities. However, when using a global information system such as the Internet, it may not always be possible for the centre to restrict access to all such material. This may include material that is inappropriate in the centre learning environment, dangerous or objectionable as defined in the Films, Videos and Publications Classification Act 1993.
- While using Lumsden Kindergarten network, Internet access facilities or ICT equipment/devices, or using any privately-owned ICT equipment/devices at the centre or at any centre-related activity, no person may:
 - initiate access to, or have involvement with, inappropriate, dangerous, illegal or objectionable material or activities; or
 - save or distribute such material by copying, storing or printing.
- In the event that any persons accidentally accesses inappropriate material off the network that is of a more serious nature, the user should:
 - remove the material from view by minimising the window, turning off the monitor or shutting down the device;
 - report the incident immediately to the centre manager; and
 - record any inappropriate access to the Internet in the ICT incident logbook found in the office.

Breaches of this Policy:

- Breaches of this policy can undermine the values of the centre and the safety of the learning environment.
- Any breach that is deemed harmful to the safety of the centre (e.g. involvement with inappropriate material or the use of ICT to facilitate anti-social behaviour such as harassment) may constitute serious misconduct. The centre will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors, including any enrolment agreement and any contractual and/or statutory obligations.

Philosophy: *'trusting relationships'*

Policy Developed June 2017

Review Date: June 2018, July 2019, August 2020, Sept 2021, Dec 2022