

20 POLICY: CYBER SAFETY POLICY

Aim

The purpose of this operational policy is to ensure safe and responsible use of ICT.

Position Statement

The children in our centre will not be exposed to inappropriate material.

Issue Outline

'Cybersafety' – "the safe and responsible use of Information and Communication Technologies (ICT)."

It is important that we protect ourselves and the centre's ICT system from viruses, spam and other inappropriate content.

The use of digital technologies and the Internet provides an almost unlimited educational resource and a facility to communicate, display and revisit the results of our work. It is imperative that everybody understands their responsibilities with respect to acceptable use of ICT.

Detail

20.1 We will ensure the security of business data by:

- passwording confidential information and ensuring that those who have access understand their responsibilities in using this data
- maintaining backup data files off site
- maintaining firewalls and other antivirus controls.

20.2 We will ensure the security and safety of children by:

- ensuring parents and staff know what materials (e.g. computer sites, pictures, magazines, DVDs) are appropriate for this age and that no unsuitable material is available at the centre
- maintaining blocks on unsuitable websites on computers and other devices that give children and staff access to the internet
- ensuring that children get appropriate support if there is any breach of this policy.

20.3 All staff are taught about acceptable of ICT equipment and services, including:

- when cell phones should not be used
- when it is appropriate to take photos and videos, and what permissions are needed
- what sort of internet and other electronic device use is appropriate for young children.

20.4 Breaches of this policy will result in disciplinary procedures.

20.5 Privately owned ICT equipment may be used at this centre but only if it complies with the requirements of this policy.

20.6 Alignment with Other Policies

- Te Whaariki - wellbeing
- Health & Safety policies

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Protection:

- HS32: all practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

20.7 Impacts of Policy on Staff, Parents and Children

Implementation of this policy supports staff to use ICT appropriately and confidently, with the support of families.