

 <p>Rotorua Childcare Centre Inc</p>	Policy
	Policy Category: Health and Safety
	Date Created: September 2019
	Policy Name: Cybersafety & Use Agreement Policy

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS32.

Position Statement

This centre does everything possible to keep children and adults in our centre safe whilst using ICT equipment and technology.

Issue Outline

Cybersafety is 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

General:

- All use of ICT equipment and technology at our centre will be planned and supervised
- Only ICT equipment and technology owned or leased by the Centre may be used in our Centre and as part of our programme
- Accidental or intentional breaches of this policy by teachers/staff will be treated as a serious misconduct issue
- The centre will ensure appropriate virus, spyware and malware protections are available and in place
- The centre will ensure all system data is subject to a daily back-up that is kept off-site.

Alignment with Other Policies

This policy aligns with the Child Protection and Child Abuse Policies, and with Centre Human Resource 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).

Netsafe has developed policy templates for acceptable use of ICT in early childhood services. These can be downloaded from www.netsafe.org.nz.

The Ministry of Education (MoE) website has information and guidelines in their ICT infrastructure section www.education.govt.nz.

Impacts of Policy on Staff, Parents, Children

The use of technology in our centre is intentional and designed to support the learning and development of our children. It is important therefore that this policy guides the use of that technology and that parents are aware also of the pitfalls of the use of ICT in the home environment and how to minimise the risks associated with this.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

- Inappropriate use of equipment.
- Exposure to and inappropriate use of material.
- Loss of data stored on equipment.
- Ability to gain access to inappropriate material and information (not intended for that persons use).

Implementation

Clear procedures have been developed and teachers/staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	