

	Date: 14 April 2025
	Policy Category: Health & Safety
	Policy Name: HS32 Cyber Safety & Use Agreement Policy
<p>This centre does everything possible to keep children and adults in our centre safe whilst using ICT equipment and technology.</p>	

Purpose

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. This means all practicable steps are taken to protect children from exposure to inappropriate material. It also means practising ethical digital citizenship.

Issue Outline

Cyber Safety is the safe, ethical, 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, engage in research, assessment and professional development. It is imperative that everybody understands their responsibilities with respect to acceptable use of ICT.

Detail

General:

- Staff are made aware of the need for online safety and the nature of the possible threats that could be encountered whilst engaging in activity through the Internet, e.g. security threats, protecting and managing personal data, and avoiding harmful or illegal content.
- Staff will be made aware of the centre's safe internet practices, e.g. password use and other safety practices specific to the centre.
- All centre computers and laptops that have access to the internet shall be password protected. Only centre staff and authorised personnel shall have access to the password.

- All use of ICT equipment and technology at our centre for administration, assessment or teacher education (e.g. PD and research) purposes is conducted away from teaching spaces
- Only ICT equipment and technology owned or leased by the Centre may be used in our Centre and as part of our programme. Staff are not to use their personal laptops, mobile phones or other ICT equipment for teaching purposes. Unless permission is sought from Manager.
- Staff members may make personal use of their own and /or centre ICT equipment, internet and email access provided this takes place during non-contact or break times away from teaching spaces, is within reasonable limits, does not result in a cost to the centre and does not place the centre at risk.
- All use of ICT equipment and technology for teaching purposes at our centre will be planned and supervised.
- If ICT equipment is used for educational purposes, safeguarding procedures will be in place to ensure children are not exposed to inappropriate or harmful material.
- Teachers will take all practical steps to ensure inappropriate or objectionable material (as defined by the Films, Videos and Publications Classification Act 1993) is not accessed at any time at our centre.
- Accidental or intentional breaches of this policy by 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 Policy, 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).
- www.netsafe.org.nz.
- The Ministry of Education (MOE) website has information and guidelines in their ICT infrastructure section www.minedu.govt.nz.

Impacts of Policy on Staff, Parents, Children

The use of ICT as part of the centre's activities is essential. It allows staff to research and prepare curriculum-related activities, research and assessment. It can on occasion be used as part of an activity involving (some of) the children, which requires employing safeguarding procedures. Finally, the administration of the centre is dependent upon a number of ICT functions.

The risk of inadvertently accessing inappropriate material via the Internet or from imported material used via the centre's ICT platform of the inappropriate use of that platform is unacceptable and requires constant vigilance by all staff.

Where misuse of the centre's ICT platform occurs, the incident will be investigated by centre management and may result in disciplinary action.

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 staff trained to follow them.

Review

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

Authorised:	
Date:	April 2025
Review Date:	April 2026
Consultation Undertaken:	Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark.