



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: February 2020
Review Date: February 2022

ICT and Cyber Safety

Responsible to:	Chief Executive Officer
Applies to:	All Staff
Purpose:	To ensure Information and Communication Technology (ICT) contributes positively to the management and administration of Whānau Manaaki Kindergartens (WMK) and is used safely and responsibly by adults to support children's learning.
Definition:	Cyber safety: - (a) The safe and responsible operation/use at any time and at any site of the Association's network, internet facilities and associated equipment such as computers, laptops, tablets, digital cameras, mobile phones and other devices and: (b) The safe and responsible use of privately owned ICT equipment/devices on an Association site or related activity. (c) ICT – Information Communication Technology
References:	The Privacy Act 1993 & Films, Videos and Publications Classification Act 1993/Amended 2005, Netsafe, He Whānau Manaaki Complaints Policy, Licensing Criteria for Early Childhood Education and Care Centres 2008.

Policy

1. Whānau Manaaki Kindergartens (WMK) is committed to providing adequate ICT in kindergartens for management and administration purposes and to support and promote children's learning. WMK acknowledges its responsibility to implement procedures that promote cyber safety for staff and children.
2. Use of WMK network, internet access facilities, computers and other ICT equipment (including mobile phones) on or off site is restricted to:
 - WMK staff
 - Attending children (under supervision)
 - Committee members (when agreement has been reached with the Head Teacher)
 - Persons contracted by WMK to carry out work on ICT hardware or systems
 - Other persons at the discretion of the Chief Executive Officer.
3. Staff members may make personal use of WMK ICT equipment, internet and email access provided this is within reasonable limits, does not waste or misuse work time, does not result in a cost to WMK or the kindergarten, does not place the user account at risk, is at no

time used to offend, harass or harm others, or used to pass off personal views as representing those of WMK.

4. Any software loaded onto the kindergarten computers or other ICT devices must be obtained legitimately and be approved by WMK.
5. WMK will meet all reasonable costs involved in the maintenance of the main computer that is supplied by WMK including the hard drive, monitor and keyboard. The kindergarten is responsible for purchase of printing costs, paper and the upkeep of equipment funded by the kindergarten. Costs involved with other computers are the responsibility of the kindergarten.
6. Permission must be sought from WMK before purchasing ICT equipment using the PA1 approval system.
7. Permission must be sought before any contractors are engaged to provide ICT support or services at kindergartens.
8. All ICT equipment used to store kindergarten information or children's records must not be sold, given away. Disposal of surplus ICT equipment must be co-ordinated through the Head Office.
9. 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 kindergarten (see Appendix 4 for this definition).
10. Teachers will not engage in inappropriate ICT related activities while on kindergarten premises. Inappropriate activities include but is not limited to the activities described in Appendix 5.
11. Children will only be photographed or recorded in a way that protects their dignity and safety and upholds their mana. This includes not recording or depicting children when they are upset or angry, or when they are unclothed.
12. WMK is responsible for providing on-going information and/or professional development to teachers to ensure that they feel confident in the appropriate and safe use of ICT with children.
13. All WMK computers that have access to the internet shall be password protected. Only WMK staff and authorised personnel shall have access to the password.
14. Permission for children to use ICT and access information from the internet will be sought from parents at enrolment.
15. **Monitoring**
WMK reserves the right to monitor, access, and review all use of WMK (including kindergartens) owned digital technology. This includes personal emails sent and received

using WMK digital equipment and/or network facilities, either during or outside kindergarten/office hours.

16. **Auditing**
The Chief Executive may from time to time, at their discretion, conduct an audit of WMK's computer network, internet access facilities, and digital technologies.
17. **Use of privately-owned digital technology/devices**
Staff can choose to bring and use their own devices in the kindergarten setting, however activities undertaken on these devices must be appropriate to the learning environment. This includes stored images, ring tones, multimedia or material brought to or in the kindergarten on any device.
18. **Social networks**
WMK recommends the establishment of a Facebook Fanpage for individual kindergartens. Other forms of social networking may also be established after discussion with the kindergarten's Senior Teacher. Guidelines for the operation of a Facebook Fanpage are attached to this policy.
19. **Breaches of this Policy**
Any breach of this policy which is deemed harmful to the safety of any member of WMK community including child, family, staff or member of the community may constitute serious misconduct and will be responded to accordingly.

Procedures:

1. Teams will develop written procedures outlining how they will ensure their own and children's use of ICT is safe and educationally and socially appropriate. Procedures must include a statement regarding how children who are accessing ICT will be supervised.
2. Teams will develop written procedures for ICT equipment. ICT equipment will be accessed equitably by all staff who need to use that equipment. These procedures will include agreement on what constitutes reasonable personal use of ICT equipment and resources eg. timing and length of access to social networking sites or online sales sites, personal use of emails and the storage of personal information and artefacts such as photos.
3. Teachers will ensure induction information contains information about WMK and kindergarten commitment to cyber safety and provides an outline of how this will be achieved.
4. If at any time children access or are exposed to inappropriate or objectionable material the incident is to be recorded and reported to Whānau Manaaki Senior Teachers.
5. In the event of staff accidentally accessing low level inappropriate material (eg. SPAM emails) the staff member should delete the material.

6. In the event of staff accidentally accessing objectionable material (as described in the Films, Videos and Publications Classifications Act, 1993) the material should be deleted and the incident recorded and reported to either a Senior Teacher or Senior Manager.

Appendix 1:

Guidelines for Operation of a Facebook

1. All Kindergartens are expected to have a Facebook page to aid in communication with families and the community to promote the kindergarten.
2. The front page will include standard content eg. The kindergarten profile, kindergarten photo and kindergarten logo (if applicable).
3. The child enrolment agreement may give permission for children's photos and work to be used for publicity purposes. It is recommended that written permission is also obtained from parents before using photos of children on the kindergarten's Facebook page.
4. Teams should alert families as part of their Induction about possible use of videos and pictures on their kindergarten's Facebook page.
5. To protect children's identity, pictures added to Facebook will not be tagged. Any tagging that is added by 'friends' of the page will be removed.
6. It is recommended that teams post between 1-3 times per week, to maintain activity and engagement with the page.
7. Teams need to ensure they are checking and responding to messages in a timely manner as parents may choose to use this form of communication.
8. Teams must be aware that this is a public platform. Discussions on the page or through private messages should not be considered private as such information is easily accessed. No confidential information is to be shared through the platform. No discussions of private nature between staff members should take place. If a parent engages in private discussions teachers must judge whether the discussion needs to be had through a confidential medium.
9. PLD will be offered to ensure everyone is confident in the use of Facebook for Kindergartens.
10. Template for permission form provided below.

Administrator

1. Any member of the individual kindergarten team may be the Administrator of the Facebook page, as well as one of the Administration Staff employed at WMK Head Office.

2. The Administrator is responsible for posting messages from the kindergarten onto its page and keeping the kindergarten-related information on the page up to date and for monitoring comments that are posted by 'friends' of the Facebook page.

Appendix 3:

From the Films, Videos and Publications Classification Act 1993/Amendment 2005

Objectionable means:

For the purpose of the Act, a publication is objectionable if it describes, depicts, expresses or otherwise deals with matters such as sex, horror, crime, cruelty, or violence in such a manner that the availability of the publication is likely to be injurious to the public good.

Publication means:

1. Any book, film, sound recording, picture, newspaper, photograph, photographic negative, photographic plate, or photographic slide
2. Any print of writing
3. A paper or other item that has printed or impressed upon it, or otherwise shown upon it, 1 or more (or a combination of 1 or more) images, representations, signs, statements, or words.
4. An item (including but not limited to, a disc, or an electronic or computer file) on which is recorded or stored information that, by the use of a computer or other electronic device, is capable of being reproduced or shown as 1 or more (or a combination of 1 or more) images, representations, signs, statements, or words.

Appendix 4:

ICT related activities that are inappropriate include but are not limited to:

1. Visiting sites or receiving communications that contain material that is dangerous or objectionable as defined in the Films, Videos and Publications Classifications Act, 1993/Amended 2005
2. Saving or distributing material by copying, storing or printing.
3. Inappropriate or over-use of social networking or other websites – careful judgement must be exercised before accessing any website on kindergarten ICT equipment.
4. Gambling.
5. Soliciting for personal gain or profit.
6. Making and posting indecent comments, remarks or proposals.
7. Uploading or downloading commercial software in violation of copyright.
8. Downloading any software or electronic files without reasonable virus protection measures in place.
9. Passing off personal views as those representing WMK.
10. Any activity that violates New Zealand law

Facebook Permission form:

While your enrolment form provides a place for you to stipulate whether you give permission for your child's photos to be used for publicity purposes; we feel that further and more detailed permission is required from whānau in order for us to share information, photos, art work, videos etc. onto our face book page.

Therefore we ask that you read the following questions and tick the box that matches the wishes of your whānau. We have really appreciated your support with our page and we are excited by the opportunities that this forum offers our learning community. If you have any questions, please feel free to discuss with any member of the teaching team.

Please fill in and sign the permission form below and send it back to us as soon as possible.

Permission form for.....Kindergarten's Facebook page.

I give permission for photos of my child to be posted on the kindergartens Facebook page.

I do not give permission for photos of my child to be posted on the kindergarten Facebook page.

I give permission for videos of my child to be posted on the kindergarten Facebook page.

I do not give permission for videos of my child to be posted on the kindergarten Facebook page.

I give permission for photos or videos of my child to be posted on the kindergarten Facebook page in a group setting only.

I do not give permission for photos or videos of my child to be posted on the kindergarten Facebook page in a group setting.

Child's Name: _____

My Name: _____

I am: Parent

Caregiver

Legal Guardian

Signed: _____

Date: _____