

4:6 CYBERSAFETY POLICY

Created: December 2013 / Reviewed: April 2016

RATIONALE

- 1) The staff of Let's Grow acknowledges that:
 - a) 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
 - b) The establishment and implementation of a cybersafety policy and cybersafety use agreements for staff AND [PARENTS & CAREGIVERS]:
 - i) contributes to the provision of a safe learning environment which fosters children's emotional, physical and social development as described in the Education (Early Childhood Centres) Regulations 1998
 - ii) contributes to the maintenance of a safe work environment and a safe environment for visitors under the Health and Safety in Employment Act 1992
 - iii) assists Lets Grow to meet its obligations to deliver curriculum which promotes the health of children, nurtures children's well-being, and keeps children safe from harm as expressed in the Revised Statement of Desirable Objectives and Practices for Chartered Early Childhood Services in New Zealand (DOPs) 1996.
- 2) The policy document and related use agreements are not intended to be exhaustive documents containing all relevant rights and obligations that may exist in legislation to regulate use, storage and dissemination of information.

OBJECTIVES

This policy will assist Let's Grow to:

- a) meet its legal obligations as outlined in the previous section
- b) provide guidance to staff, [PARENTS/CAREGIVERS], and visitors regarding the safe and responsible use of ICT at Let's Grow or at Lets Grow related activities
- c) educate members of the Let's Grow community regarding the safe and responsible use of ICT.

DEFINITION OF CYBERSAFETY

Let's Grow uses the following definition of Cybersafety at the centre:

- a) 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, such as computers and laptops, digital cameras, mobile phones, and other devices noted on the cover of this document
- b) the safe and responsible use by anyone, of any privately-owned ICT equipment/devices on the centre site, or at a centre-related activity.

Note that examples of a 'centre-related activity' include, but are not limited to, a field trip, camp, sporting or cultural event, wherever its location.

CYBERSAFETY PRACTICES AT LET'S GROW

1) The Let's Grow programme of cybersafety

Let's Grow requires that the Manager puts in place a cybersafety programme. This programme should include:

- a) This cybersafety policy, and comprehensive use agreements for staff and [PARENTS/CAREGIVERS]
- b) security systems which represent good practice including;
 - i) updated anti-virus software
 - ii) updated firewall software or hardware
 - iii) updated anti-spyware software
 - iv) regularly patched operating systems
 - v) secure storage of ICT equipment/devices
- c) cybersafety education for educators and other personnel, children, and for the centre's community (e.g. NetSafe pamphlets, and NetSafe training modules developed specifically for the ECE sector).

2) Permitted use

Use of the Lets Grow computer network, Internet access facilities, computers and other centre-owned ICT equipment/devices (including mobile phones) on or off the centre site, is restricted to:

- a) staff who have signed a cybersafety use agreement
- b) [PARENTS/CAREGIVERS] of enrolled children, and/or other visitors who have signed the appropriate Lets Grow cybersafety use agreement
- c) Persons contracted to carry out work at the centre and at the discretion of the Manager such as trades people or technicians
- d) centre-related activities
- e) personal usage by staff (such as professional development) which is appropriate (see point 5) to the centre learning environment and is of a reasonable amount.

3) Parents/caregivers consent for children to use ICT

The enrolment procedure clearly indicates that by enrolling their child, parents and caregivers agree to their child using or being involved with the use of ICT as part of the learning environment.

4) Privately-owned/leased ICT equipment/devices

Use of privately-owned ICT equipment/devices (including mobile phones) at the centre or any centre-related activity is restricted to activities which are appropriate to the centre learning environment. This includes storage of any images or material on such devices.

5) Appropriateness of use and content at Let's Grow

The Manager will provide guidelines as to what is considered appropriate to the centre learning environment, including the taking of photographs or video.

6) User accounts and passwords

Access to the centre's computer network, computers, and Internet access facilities, requires a password protected personal user account.

It is important that passwords are strong. It is recommended that a password:

- a) uses a combination of upper and lower case letters, numbers and other characters
- b) is a minimum of 8 characters in length
- c) is changed regularly.

7) Filtering and monitoring

- a) The centre may utilise filtering and/or monitoring software where appropriate, to restrict access to certain websites and data, including email

b) The centre 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.

8) Ownership of electronic files or data

Any electronic data or files created or modified for the purpose of completing work on behalf of Let's Grow on any ICT, regardless of who owns the ICT, are the property of Lets Grow .

9) Auditing

a) Let's Grow may from time to time, at its discretion, conduct an audit of its computer network, Internet access facilities, computers and other centre ICT equipment/devices.

b) Conducting an audit does not give any representative of Let's Grow the right to enter the home of staff , nor the right to seize or search any ICT equipment/devices belonging to that person.

10) Performing work-related duties at home using privately-owned equipment/devices

Where it is necessary for staff or [PARENTS/CAREGIVERS] to regularly perform centre-related duties (e.g. centre accounts or official correspondence) on privately-owned ICT equipment/devices at home, this work should be authorised by Let's Grow.