

# ICT Policy

## Purpose

The purpose of this operational policy is to ensure our children receive a 21<sup>st</sup> century education, and we make best use of available ICT to interact with staff, families and whānau, while protecting everyone's safety and privacy.

This policy covers the use of multimedia, cybersafety, social media and other information and image-sharing devices. It covers the use of email, websites, personal blogs, other blogs, Facebook, Twitter and other social networking sites, video cameras, sound recorders and other technologies. When used appropriately these are 21<sup>st</sup> century tools for children and great tools for staff to use in many aspects of their work. On the other hand, misuse can be very damaging to children, staff and the centre.

## Practice

### General

- Staff must sign a Multimedia Agreement (previously a USB Agreement) about use of multimedia tools, and social and other online media.
- Visitors and researchers may not take images of children's faces without the specific permission of the Centre Director and either permission of parents/caregivers/whānau via the enrollment form or a specific permission slip if requested by the Centre Director.
- Every staff member will be required to read this policy in their induction to the centre.
- The staff team will review and update this policy when significant changes are made to the way multimedia is used in the centre.

### Multimedia

- The centre uses a range of multimedia devices to support learning, professional development and assessment and information sharing tools.
- Staff can take digital images and/or recordings of children at the centre for record keeping, recording events/work, profiles, and similar purposes and where permission given, for marketing.
- **Staff may not post live recordings on facebook. All recordings of tamariki must be reviewed and approved by the Centre Director before being posted on any private/public digital medium.**
- Any staff member who allows another person, who does not have a signed Multimedia Agreement with the centre to use its ICT equipment, is responsible for that use, and may be held responsible for any misuse.
- Families and whānau of children attending the centre can take images at the centre that involve only their own child or children.
- Families and whānau are entitled to copies of images and recordings. Images and recording will be shared through confidential means (email, on a USB or as a hard copy) with families and whānau unless they give specific permission for sharing through more accessible means e.g. centre website or Fingerprints whānau Facebook page.
- Fingerprints has a private Facebook page for "whanau". Guidelines for using this page are included in the Parent Handbook and in a rule box at the top of the Facebook page. Parents

agree to adhere to these guidelines by signing the Enrolment Form. In the event that parents do not adhere to these guidelines they will be removed from this page. Parents will be removed from the Facebook page when their child leaves Fingerprints.

- Fingerprints expects to begin to use an electronic means for sharing learning stories with whanau. Procedures and rules for electronic sharing will be outlined in the Parent Handbook and agreement will be sought via the Enrolment Form.
- Images and recording typically involve multiple children in a single setting. Permission for general sharing of these images has been sought via the Enrolment Agreement.
  - Where permission has not been granted photos of the given child will not be shared electronically of that child.
  - Where permission for electronic sharing of images has been received Fingerprints Preschool restricts use of the images. They may not be copied or pasted and may only be printed in hard copy or viewed through the media they were delivered over.
- Use of all personally owned ICT devices in the workplace must first be approved by the Centre Director and must be appropriate to the centre's environment. If staff have used their own multimedia devices to record photos etc. they undertake to remove any remaining files from any personal device when ceasing employment with Fingerprints.
- All Fingerprints ICT equipment/devices should be cared for in a responsible manner. Any damage, loss or theft of ICT equipment/devices must be reported immediately to the Centre Director.

#### Online communication

- The centre uses a range of online tools to support children's learning, to promote staff development and healthy staff interactions and to ensure excellent communication flow between home and centre.
- 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 antivirus controls.
- We will ensure the security and safety of children by:
  - maintaining blocks on unsuitable websites on computers and other devices that give children and staff access to the internet
  - ensuring a staff member is present when children are accessing or using online tools,
  - ensuring that children get appropriate support if there is any breach of this policy.
- Internet and email are provided by us as tools in the pursuit of our commercial objectives. We permit a reasonable amount of personal use but personal use should be restricted to your own time (i.e. lunch breaks, before and after work) and provided such use does not restrict other users engaged in work activities.
- Staff must be professional in their use of online media, whether their usage is directly to do with their employment or not. To do this, name yourself, be aware of your audience and use good judgement. Even comments on a social media site that are not directly related to the staff member's job can impact on the centre's reputation. All email originating from the centre's ICT equipment may be perceived as representing the opinion of the centre. All personal opinions expressed must be clearly identified as such.
- Staff that participate in online communication deemed not to be in the best interest of the centre, its staff, employers, children or families/whanau, regardless of whether this occurs inside or outside of working hours, will be subject to disciplinary action. This online communication can include but is not limited to:
  - Posts that damage the reputation of the centre

- Posts that breach confidentiality
- Posts that are detrimental to an employee or employer's reputation
- Posts that reflect negative personal issues regarding the centre, its employees or employers, families or whanau and children.
- We view the following material and behaviour to be unethical, inappropriate or illegal. This list is not intended to be exhaustive and is merely a guide:
  - Accessing pornographic sites;
  - Sending, displaying, forwarding or distributing pornographic emails;
  - Accessing any sexually oriented sites;
  - Sending, displaying, forwarding or distributing sexually oriented emails;
  - Accessing, sending, forwarding or displaying anything that may be offensive to any person, whether or not it is likely to be viewed by that person. Offensive material means any material that is upsetting, insulting, objectionable or irritating to any person, whether or not that material is likely to be viewed by that person;
  - Sending, displaying, forwarding or distributing offensive material or material which adversely affects or potentially affects our reputation;
  - Distributing or forwarding defamatory material;
  - Engaging in business activities not related to our business;
  - Engaging in any activity that may affect the security/ integrity of the computer/IT systems; and
  - Engaging in any of the following without express permission from the Director, fund raising activity, endorsing and product or service, participating in any lobbying activity, or engaging in any political party activity; and
  - Any other illegal activity.
- Where you have a personal internet page such as on Facebook or on dating sites, we discourage you from making parents 'friends' on that site if it poses a risk that they might be offended by content or other photos intended for family and close friends. If they are offended then you risk being found to have brought our business into disrepute and having breached this policy. You should ensure that the pages do not contain material that might offend parents or bring our business into disrepute. Nudity, sexually explicit photos or words are unacceptable.
- Users may not download, install or connect software or hardware onto the centre's ICT equipment/devices without prior authorisation from the Centre Director.
- Staff will only use the centre's logo if Management approves such usage.

### Legal requirements

- Staff will respect copyrights and the Privacy Act at all times
- Staff will respect other staff, children, families and whanau confidentiality in all online and multimedia communications
- Staff are strictly prohibited from illegally downloading any copyrighted content such as (but not limited to) movies, music or software on the centre's computers. Neither must they initiate access to, save, copy, show, or print inappropriate, objectionable and /or illegal material
- Inappropriate, unethical use, use for illegal purposes or use of the internet otherwise in contravention of this policy shall be regarded as serious misconduct and may result in dismissal. Disciplinary action can include termination or other intervention deemed appropriate by Management, including reimbursement for compensation and costs from employees who infringe copyright.
- The following is an explanation about cyberbullying  
<https://www.consumerprotection.govt.nz/consumer-law-and-your-rights/online-safety/harmful-digital-communications-act/> All staff need to be aware that NZ has a Harmful Digital

Communications Act 2015 to protect against cyberbullying - links to the Act are found here - <http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html>

## Guiding Documents

### Privacy Act

Copyright (Infringing File Sharing - Copyright Reform) Amendment Act 2011. (Owners of copyrighted content such as movies, music or software can record the IP address of internet connections that download that copyrighted content. If a copyright owner becomes aware of copyright infringement, they can complain to the relevant internet service provider (ISP) and action can be taken by the ISP, which can include compensation of up to \$15,000 payable by the account holder to the copyright owner.)

### Approved by:

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Service Provider

Contact Person: Aaron donaldson

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