

ICT/CYBER SAFETY- RULES AND RESPONSIBILITIES for Whanau/Families

What can the centre's ICT equipment be used for?

If permission has been given to use the centre's computer network, Internet access facilities, computers, cameras and other centre-owned ICT equipment (including mobile phones) on or off the centre site, they are to be used for *centre-related activities only*.

Can I use my own ICT equipment (e.g. laptop, digital camera, mobile phone) at Fingerprints

You may use privately-owned ICT equipment (including mobile phones and cameras) on the centre site or at any centre-related activity, provided that use is appropriate to the centre's learning environment.

Any images (photos) or material present or stored on privately-owned ICT equipment brought onto the centre site or to any centre-related activity must be appropriate to the centre's learning environment. This includes images and text stored on mobile phones.

What material or activities are appropriate to the centre's learning environment?

Director or Team Leader should be consulted beforehand where you are unsure if particular material or a particular activity is appropriate in a learning environment for young children.

Can I take photographs or video at Fingerprints?

Team Leader or Director must be consulted before you take any photographs, video, or any other recordings using any device while at the centre or any centre-related activity.

Fingerprints may ask to view any such recordings and request they be deleted.

What about access to, or involvement with, inappropriate or illegal material or activities?

When using centre ICT at any time, or privately-owned ICT at the centre or at any centre-related activity, you must not:

- Initiate access to, or have involvement with, inappropriate or illegal material or activities
- Save or distribute such material by copying, storing or printing.

What about passwords?

Any passwords supplied to you should be kept confidential and not shared with anyone else.

Can I use email at Fingerprints?

If permission has been given to use Fingerprints e-mail accounts, it must be done so in an appropriate and responsible manner, and only after consultation with Fingerprints Team Leader or Director.

If you use Fingerprints facilities to access or send personal email not associated directly with centre activities, you must have the Team Leader or Directors permission.

How is the privacy of Fingerprints whanau information protected?

While using the centre's ICT equipment/devices student teachers, visitors or unauthorised personnel must not, unless directed by the Team Leader or Director, actively seek or search for information or data relating directly to other enrolled families or to Fingerprints staff.

Can I install my own software onto Fingerprints ICT?

You must not attempt to download, install, connect or utilise any unauthorised software or hardware onto or with any Fingerprints ICT equipment.

What if I carry out work for Fingerprints on my own ICT such as my home computer?

Any electronic files or data created or modified for the purpose of completing work on behalf of Fingerprints on any ICT, regardless of who owns the ICT, are the property of Fingerprints

Fingerprints may therefore request that such files/data be returned or delivered to the preschool and/or be deleted from your personal equipment.

What do I do if I have any query regarding this agreement or the cybersafety policy?

If you have any query regarding the cybersafety use agreement or the cybersafety policy you should contact the centre management (Hilary) as soon as possible.

Reviewed June 2021