



# Kaitiaki Kindergartens

## Operational Policies

### 2.07 ICT (Digital Communications) Policy

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**Classification:** Finance and Administration

**Date:** July 2023

**Applies to:** All Staff

**Review Date:** July 2026

**Approved by:** General Manager

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#### **Purpose:**

- To ensure that Information and Communication Technology (ICT) contributes positively to the management and administration of the Association and is used safely and responsibly by adults to support children's learning.

#### **References:**

- The Privacy Act 2020
- Films, Videos and Publications Classification Act 1993
- Netsafe, [www.netsafe.org.nz](http://www.netsafe.org.nz)
- Harmful Digital Communications Act 2015
- Licensing Criteria for Early Childhood Education and Care Centres 2008
- Teaching Council of Aotearoa *Code of Professional Responsibility and Standards for the Teaching Profession*.

**This policy should be read in conjunction with Kaitiaki Kindergartens Policies/Agreements:**

- Bullying and Harassment Prevention policy (3.05);
- Privacy and Confidentiality Policy (5.02);
- Photography in Services policy (5.07);
- Copyright Policy (6.02);
- Cyber Safety Use Agreement for Employees; and
- Cyber Safety Use Agreement for Parents.

#### **National Education and Learning Priorities – NELPs considered:**

- **Objective 1 Priority 1** - Ensure places of learning, are safe, inclusive and free from racism, discrimination and bullying.

#### **Definition:**

- ICT – Information Communication Technology
- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services
- Cyber safety:



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- (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.
- (b) The safe and responsible use of privately owned ICT equipment/devices on an Association site or related activity.
- (c) The safe and responsible use of any Association social media pages.

## Policy

1. The Association is committed to providing adequate ICT in services for management, administration and teaching purposes and to support and promote children's learning. The Association acknowledges its responsibility to implement procedures that promote cyber safety for staff and children.
2. Use of The Association's network, internet access facilities, computers and other ICT equipment (including mobile phones) on or off site is restricted to:
  - Association staff
  - Board members
  - Attending children (under supervision)
  - Persons contracted by the Association to carry out work on ICT hardware or systems.
  - Other persons at the discretion of the General Manager.
3. Staff members may make personal use of The Association's ICT equipment including internet and email access, provided this is within reasonable limits, does not waste or misuse work time, does not result in a cost to the Association or the service, 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 the Association.
4. The Association strongly promotes a life/work balance and therefore does not recommend that staff engage in work activities at home. However, it recognises that sometimes devices that have specifically been issued to individuals may be taken home.
  - a. If a staff member chooses to take a device home, they are personally responsible for any damage or loss while it is away from the service.
  - b. If a staff member is **required** to take an Association device away from the service, as part of their duties, for example taking a camera or mobile phone on an excursion, or working from home during a lockdown, extreme weather event, etc, the Association remains responsible for any damage or loss while the device is away from the service.
5. If a staff member wishes to take an Association device away from the service, that has not been specifically issued to them, they must seek permission from the Service Leader (SL)
6. Any software loaded onto The Association's computers or other ICT devices must be obtained legitimately and be approved by The Association.



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7. The Association will meet all reasonable costs involved in the maintenance of the main computer that is supplied, including the hard drive, monitor and keyboard. The service is responsible for the purchase of accessories, printing costs, paper and the upkeep of equipment purchased by the service. Costs involved with other additional computers and devices are the responsibility of the service.
8. Permission must be sought from The Association before purchasing ICT equipment. This equipment remains the property of the service and at the end of its use must be surrendered to The Association to ensure all records/data are properly removed.
9. All ICT equipment used to store information or children's records must not be sold or given away. Disposal of surplus ICT equipment must be co-ordinated through the Support Office.
10. Permission must be sought from The Association via the General Manager before any contractors are engaged to provide ICT support or services.
11. 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 (see Appendix 2 for this definition).
12. Teachers will not engage in inappropriate ICT related activities while on the service's premises. Inappropriate activities include but is not limited to the activities described in Appendix 3.
13. The Association 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.
14. All Association computers that have access to the internet shall be password protected. Only Association staff and authorised personnel shall have access to the password.
15. Permission for children to use ICT and access information from the internet will be sought from parents/whānau/caregivers at enrolment.
16. The Association reserves the right to monitor, access and review and remove/delete all use of The Association's (including services') owned digital technology. This includes personal emails sent and received using Association digital equipment and/or network facilities, either during or outside operating hours.
17. The General Manager may from time to time at their discretion, conduct an audit of the Association computer network, internet access facilities and digital technologies.  
  
Staff must not use their own devices in the services, for Association business except with the explicit approval of the General Manager.
18. The Association reserves the right to examine any personal device that has been brought to the service if it deems that there may have been a breach of Association policy.



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19. In accordance with the Kaitiaki Kindergartens Photography in Services Policy (5.07), employees are not permitted to capture or store images of children on their personal devices.
20. The Association supports the establishment of a Facebook page for individual services. Other social media pages may also be established after discussion with the General Manager or Professional Practice Leader. Guidelines for the establishment of a Facebook page are attached to this policy.
21. Staff may not save, share or distribute any imagery of children captured at the service, in any way other than that which they have explicit permission from the child's parent.
22. Any breach of this policy which is deemed harmful to the safety of any member of The Association's community including child, family, staff or member of the community may constitute serious misconduct and will be responded to accordingly.

## **Procedures**

### **Storypark**

The Association supports children's learning journeys through the Storypark site. All parents/whānau/caregivers will be given the opportunity to have their child's learning journey documented on Storypark. Children will also be provided with a hard copy portfolio that will run alongside the Storypark e-portfolio. If parents/whānau/caregivers do not wish for their child to be included in Storypark, their child's learning journey will be documented in the hard copy portfolio only.

### **Storypark's commitment to cyber safety**

Storypark is a password-protected private space for children, teachers and families to share stories, photos and videos with one another. Access to a child's information and stories can only be granted by their primary guardians, and no personal information is shared with any third party.

### **Cyber Safety Agreement for Employees**

No teacher may use the Association's Internet facilities and Association owned/leased ICT devices or equipment in any circumstances unless the "Cyber Safety Agreement" has been signed and returned. The cyber safety agreement also applies to the use of privately owned/leased ICT devices or equipment on the Association site, or at/for any Association related activity, regardless of its location. This includes off-site access to the Association network from work or privately owned/leased equipment.

Staff cyber safety agreements are filed at Support Office.

### **Cyber Safety Agreement for Volunteers**

Where any parent/committee member, or other volunteer is authorised to use Association facilities/equipment, their cyber safety agreement is to be filed by the Service Leader.

### **Cyber Safety Agreement for Parents**

All parents will be asked to sign a Cyber Safety Agreement at enrolment of their child. These agreements are to be stored with the child's enrolment forms.



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## **ICT Devices/Equipment**

Use of ICT devices/equipment by staff, children and other approved users within The Association is limited to educational, professional development or business usage appropriate to The Association's environment.

The Association has the right to audit and remove, at any time, any material stored on or accessed by equipment that is owned or leased by the Association. The Association may also request permission to audit privately owned ICT devices/equipment used on site at any services related activity.

## **Security**

1. All computers must be protected with individual passwords and security systems including:
  - (a) Updated anti-virus software.
  - (b) Updated firewall software or hardware.
  - (c) Updated anti-spyware software.
  - (d) Regularly patched operating systems.
  - (e) Secure storage of ICT equipment/devices when not in use.
2. Login details and passwords are confidential and not to be shared with any unauthorised person.
3. Filtering and/or monitoring software may be used to restrict access to certain websites and data, including email.
4. Authorisation from the General Manager or Finance Manager must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any ICT equipment/devices. This includes use of such technologies as Bluetooth, infrared and wireless and any similar technologies which have been or may be developed.
5. In the event of accidental access to inappropriate material (as described in the Films, Videos and Publications Classification Act 1993), the Service Leader and the General Manager must be advised. Where the material is clearly of a more serious nature or appears to be illegal, the user should remove the material from view (by closing or minimising the window, turning off the monitor or shutting down the device) and report the incident to the Service Leader and the General Manager immediately.
6. In the event of deliberate access to inappropriate material, disciplinary action will be taken.
7. The Service Leader is responsible for monitoring the use of the office ICT equipment to ensure its appropriate use.
8. Children are to be actively supervised by the service staff while using the internet and should only be accessing websites that teachers have identified to be safe and appropriate for children to use ahead of time/documented in their planning.

## **Online Professionalism and Accountability**

Service staff are to maintain professionalism and loyalty towards the Association while online (inside and outside of work hours) on Storypark, Facebook or any other social media/online sites including personal accounts. This continues even after employment with Kaitiaki Kindergartens ends .



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## Confidentiality

1. Issues relating to confidentiality such as child or staff information, reasons for collecting data and the secure storage of personal details and information (including images) are subject to the provisions of the Privacy Act 2020.
2. Only staff members are authorised to access the staff/office ICT Equipment (for confidentiality reasons).
3. The Service Leader's permission must be sought before taking photos/videos or other such images. All parents are asked specifically prior to their child starting to indicate whether or not they approve of their child being photographed. This is indicated on the enrolment form. A list of children not to be photographed must be available at all times.
4. Ministry of Education guidelines, Kaitiaki Kindergarten's Privacy and Confidentiality Policy (5.02) and Kaitiaki Kindergartens Copyright Policy (6.02) should be followed regarding issues of privacy, safety and copyright associated with the online publication of children's personal details or work.

All material on websites and social media pages should be consistent with the service's philosophy and learning objectives/curriculum design. Where teachers and other personnel who supervise children's use of ICT feel they require additional training/professional development in order to safely carry out their duties, they should contact their Professional Practice Leader.

Signed:

General Manager

Date: 28/9/23

## Endorsed by

Signed:

President of the Board

Date: 28/9/23



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## Guidelines for Operation of a Facebook Page and other social media pages

### Set Up

1. Upon agreement between a service and the Association, a Facebook page, or other social media pages can be set up for individual services.
2. The front page will include standard content e.g. the services profile, a photo and service logo (if applicable).
3. The child enrolment agreement may give permission for children's photos and work to be used for publicity purposes. However, further written permission must be obtained from parents before using photos of children on the services Facebook, or other social media pages.
4. Teams should alert families as part of the information in their Induction Pack or Welcome newsletter about the possible use of videos and pictures on their services social media pages.
5. To protect children's identity, all pictures that are added to social media will not be tagged. Any tagging that is added by "friends" of the page will be removed immediately.

### Administrator

1. Any member of the individual service team may be the administrator of the Facebook page or other social media pages. A staff member employed in the Association's Support Office must also have administration rights on any social media pages.
2. The services social media administrator is responsible for posting messages from the service onto its page and keeping the service related information on the page up to date and for monitoring comments that are posted by "friends" of the social media pages.



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## Appendix Two

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:

- (a) any film, book, sound recording, picture, newspaper, photograph, photographic negative, photographic plate, or photographic slide:
- (b) any print or writing:
- (c) a paper or other thing 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:
- (d) a thing (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, sounds, or word
- (e) a copy of images or sounds that have been livestreamed, but not the livestreaming itself of those images or sounds (**livestream** has the meaning given in [section 119A](#))



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## Appendix Three

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

1. Visiting sites or receiving communications that contain material that is objectionable as defined in the Films, Videos and Publications Classification Act 1993.
2. Saving or distributing material by copying, storing or printing.
3. Inappropriate or over-use of social networking or other websites – careful judgment must be exercised before accessing any website on a service's ICT equipment.
4. Gambling.
5. Soliciting for personal gain or profit.
6. Making and posting indecent comments, remarks, images 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 The Association.
10. Any activity that violates New Zealand law.