

<b>Policy Title:</b>	Cyber Safety Policy	<b>Classification:</b>	Kindergarten Operations
<b>Monitored by:</b>	Senior Teachers	<b>Approved by:</b>	GM Operations
<b>Effective Date:</b>	May 2021	<b>Review Date:</b>	May 2023

**Objective:** For HCK to recognise that Information and Communication Technologies (ICT) and the Internet play an important role in children’s learning, and in the management and administration of our kindergartens.

**Commitment:** HCK is committed to providing adequate ICT for management and administration purposes, and to support children’s learning. The Association will meet all reasonable costs involved in the maintenance of equipment supplied by HCK.

### Scope of this Policy

This policy and the Cyber Safety User Agreement are not intended to be exhaustive documents that contain all relevant rights and obligations that may exist in legislation to regulate the use, storage and dissemination of information.

### Related Documents

- Licensing Criteria for Early Childhood Education and Care Services 2008
- Films, Videos and Publications Classification Act 1993
- Cyber Safety User Agreement (attached)
- Media & Public Relations Policy

### Policy Details:

1. Use of the HCK computer network, Internet access facilities, computers and other ICT equipment/devices (including mobile phones) on or off an HCK premise is restricted to:
  - Association staff (including Relievers) who have signed the Cyber Safety User Agreement.
  - Parents/Caregivers/Whānau and other visitors, under the direction of the Head Teacher. The Head Teacher is responsible for ensuring that these users operate within the requirements of this policy.
  - Persons contracted to carry out work at any HCK site (such as tradespeople or technicians) at the discretion of the General Manager Operations.
2. Use of privately-owned ICT equipment/devices (including mobile phones) at any HCK site or at any HCK-related event is restricted to activities that are appropriate to the learning environment. This includes storage of any images, ring tones, multimedia, or material brought into a kindergarten on any device.
3. Staff members may make personal use of HCK ICT equipment, internet, and email provided this is within reasonable limits and does not:
  - waste or misuse time
  - result in a cost to HCK
  - bring the Association or an individual kindergarten into disrepute
  - harass another individual or group
  - place the user account at risk
  - pass on person views as those representing HCK.

4. Permission must be sought from the General Manager Operations before:
  - Purchasing ICT equipment
  - Engaging contractors to provide ICT support
  - Disposing of any ICT equipment purchased by HCK, in particular equipment used to store children's records and other personal information.
5. HCK management reserves the right to monitor, access and review all use of HCK owned equipment including the network, as well as emails sent and received.
6. All HCK computers will be password protected and only HCK staff and authorised personnel shall have access to the password.
7. Social networks such as Facebook are set up for individual kindergartens. Other forms of social networking may be established following discussions with a kindergarten's Senior Teacher. Teachers must not use social networks to establish personal relationships with parents/caregivers/whānau.
8. Permission (via the Enrolment Form) will be gained before photos of children are posted on any websites or social media sites. Teachers will never post photos or images that demean children.
9. Any breach of this policy that is deemed harmful to the safety of any member of the HCK community (including children, whānau or staff) may constitute serious misconduct and will result in disciplinary action.

**Review:**

This policy will be reviewed biennially in consultation with staff.

# Cyber Safety User Agreement



This agreement must be signed by all Association staff before they have the approval to use any item of ICT equipment within our working environment.

**Please:**

- Read the attached copy of the Cyber Safety Policy.
- Check with your Head Teacher, Senior Teacher or manager if you are unsure of any part of the policy.
- Complete, sign, and date this Cyber Safety User Agreement and return it to the HR Manager.

A copy of your signed form will be returned to you.

**Declaration**

- I acknowledge that I have been supplied with and have read a copy of the HCK Cyber Safety Policy.
- I accept my obligations and responsibilities as outlined in that policy.
- I also understand that breaches of this User Agreement may be investigated and may result in disciplinary action.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

