Acceptable Use Policy for ICT Resources

The policy applies to users of Moama and District Preschool's ICT resources, including but not limited to:

- employees
- contractors
- volunteers including members of the Committee of Management
- users working from home.

NQS – 7.1.2 – Systems are in place to manage risk and enable the effective management and operation of a quality service.

Introduction:

ICT resources are any devices, applications, software and networks owned by Moama and District Preschool. This includes the use of laptops, Macbooks, desktops, iPads, iPods, notebooks, printers, scanners, cameras, USB memory sticks, mobile phones, email, photocopiers and internet used to run any applications and software.

This policy also links to existing policies of the Preschool titled "Confidentiality, Online Privacy and Social Networking Policies".

In order for our Preschool to operate these devices, applications, software and networks we are required to ensure we are a safe community and for these policies to be adhered to.

The Approved Provider will;

-Make allowances in the budget of the preschool to purchase such equipment and also plan for updating equipment and software as needed and recommended by computer experts.

-Ensure ICT resources are provided to staff for business purposes and to enhance effectiveness and efficiency at work.

-When in times of 'lockdowns' staff can use these devices to work from home or as needed and discussed with the Nominated Supervisor.

-Update this policy as needed.

-Ensure all staff are aware of the policies that are related to this.

The Nominated Supervisor will;
-Ensure staff are aware of, and implementing this policy.

-Ensure staff using the items named aboveare for professional purposes as relevant to their employment descriptions.

-Ensure all devices are fitted with protective covers if possible,

All staff will ensure that;;

- ICT resources are to be used only by an authorised user (employee of the Preschool) and are to be used professionally and appropriately at all times.
- Devices are to be treated with due care. For Early childhood Teachers and the Office Manager who are able to take Macbooks home this also applies and is to be used by the preschool employee only. These must be kept in a 'safe' place.
- ICT resources must not be used for unlawful, offensive or otherwise improper activities. For example, they must not be used for material that is pornographic, hateful, fraudulent breach, privacy violations and illegal activity, including peer to peer file sharing, racist, sexist, harassment, abuse, obscene, discriminatory, offensive or threatening to stalk, bully, harass, defame or breach copyright. The audience of an electronic message may be unexpected and widespread users should be mindful of this at all times when using ICT resources and programs.
- An authorised person (i.e. Preschool Director) can monitor your use of the Preschool ICT resources if they have a valid reason for doing so.
- If you discover inappropriate content on a Preschool device, you should report it to the Preschool Director.
- All Preschool relevant data must be saved to ensure data is backed up and accessible.
- Backups, of any professional material on a staff device is the user's responsibility and the general public including families and visitors to the Centre and a staff members own household must not have access to this content.
- Regularly delete photos once updated to a hard drive from devices.
- The Preschool is not responsible for loss of personal data, nor should these devices be used for personal use.
- Users must report immediately any possible breach of security occurring.
- Users must not modify devices in any way, both hardware and software.
- Damage to or a lost device is to be reported immediately to the Preschool Director.
- Unique passwords are to be used for all Preschool services and sharing of passwords between personal and school services is not permitted.
- Where devices require passcodes or passwords foran Apple Id these will be generated and kept on file by the Office Manager. Additionally in the case of an Emergency and a device not being able to be opened that stores Preschool information Early childhood teachers, will give the Office Manager passwords in a sealed envelope to be locked in the safe and stored should they be needed.
- Preschool email will not be used for personal services (social media, banking, forums etc) including any personal business undertaking. Personal email addresses or social

media accounts are not to be used for work purposes and should not be accessed from Preschool's devices, nor share preschool information.

- All Preschool owned devices and associated accessories are to be returned upon termination of employment and may be required to be returned for extended periods of leave eg. Long Service Leave.
- All equipment is to be returned in good working order subject to reasonable wear and tear if a staff member is allocated one and is leaving the service.
- As mobile devices and laptops are especially vulnerable to theft and loss these need to be stored in a safe place on the premises after hours and when taken home to employees home in a reasonably safe place eg not in a car in full vision of passers by.
- Files that involve children's observations should not be stored on personal devices and should only be stored and recorded on Preschool's own devices that have passwords.
- Where devices are shared with groups, these should be charged and ready for next group.

Conclusion;

A breach of this policy will be regarded seriously. ICT is important in the Early childhood field and is a useful tool we endeavour to use to move forward with the industry and keeping up to date with our resources at our Centre.   We also need to protect the confidentiality of our families and staff and ensure this is our first priority at all times.

If this policy is breached in anyway;

- Firstly a performance management meeting will be arranged to discuss the issue and warnings may be issued.
- Additionally depending on the circumstances or seriousness of the breach, disciplinary action or termination of employment may be a possible outcome.