

# ACCEPTABLE USE POLICY FOR ICT RESOURCES



## 1.0 PURPOSE

Information and Communications Technology (ICT) resources have become an integral part of our daily lives and essential to the operation of our Service. For this reason, it is important that all members of our preschool community are not only familiar with the use of all relevant ICT resources, but are able to access and use a range of these resources and other digital technology appropriately and safely.

## 2.0 SCOPE

Applies to all users of the Service’s ICT resources, including management, staff, committee members, students, children and their families, contractors, volunteers and users working from home.

## 3.0 PRINCIPLES

### Privacy and Confidentiality

All users will adhere to our *Privacy and Confidentiality Policy* and our *Social Media Policy* when using ICT resources.

### Continuous Improvement

ICT resources provide our Service with essential tools for general operation, learning and management. We encourage regular and ongoing feedback from staff, children, families and the community in relation to our ICT utilisation.

## 4.0 NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS		
168	Education and care services must have policies and procedures.	
181-184	Confidentiality of records and storage of records.	

## 5.0 DEFINITIONS

WORD/TERM	DEFINITION
Information and Communications Technology (ICT) resources	Are any devices owned and/or utilised by Moama and District Preschool. This includes the use of computers/laptops (i.e. desktops, notebooks, Macbooks), tablets (i.e. iPads), portable media players (i.e. iPods), printers, scanners, photocopiers, cameras, interactive whiteboards, USB memory sticks, mobile phones, email and internet used to run any applications, software and networks (i.e. Google Docs, OWNA).
Approved Provider / Nominated Supervisor	The Approved Provider / Nominated Supervisor is the person who is in charge of the Service.

## 6.0 ROLES AND RESPONSIBILITIES

### **The Approved Provider/Nominated Supervisor will:**

- Make allowances in the Preschool budget to purchase and plan the updating of ICT resources as needed and recommended by ICT experts.
- Ensure ICT resources are provided to staff for business purposes and to enhance effectiveness and efficiency at work.
- Provide approval as required for staff to use these devices to work from home or as needed and discussed with the Nominated Supervisor.
- Ensure all stakeholders identified under the scope of this Policy are aware of this Policy.
- Ensure staff are using ICT resources for professional purposes, relevant to their employment description.
- Ensure all devices are fitted with protective covers if possible.

### **The Early Childhood Educators/Staff will:**

- Ensure all ICT resources are used by an authorised user (i.e. employee of the Service) and are used professionally and appropriately at all times.
- Ensure devices are treated with due care when used within the Service and when taken home and used remotely. 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 house and when taken home (i.e. not in a car in full view). Further, these must only be used by the approved staff member.
- Not use ICT resources for unlawful, offensive or otherwise improper activities. For example, they must not be used for material that is pornographic, hateful, fraudulent and/or that breaches privacy. Further, this includes peer to peer file sharing of any racist, sexist, harassing, abusive, obscene, discriminatory, offensive, threatening, bullying and/or defaming content or any breach of copyright content.
- Understand that the audience of an email may be unexpected and widespread users should be mindful of this at all times when using ICT resources and programs.
- Understand that an Authorised Person (i.e. Preschool Director) can monitor the use of the Service's ICT resources if they have a valid reason for doing so.
- Report any inappropriate content or any possible breach of security or privacy on a device to the Approved Provider/Nominated Supervisor immediately.
- Report any loss or damage to a device to the Approved Provider/Nominated Supervisor immediately.
- Appropriately save relevant data 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 Service and a staff members own household must not have access to this content.
- Regularly delete photos once updated to a hard drive from devices.
- Refrain from using ICT resources for personal use or store any personal data on Preschool ICT resources.
- Not modify devices in any way, both hardware and software.
- Be advised that, where a device requires a password/passcode for an Apple ID, these will be generated and held 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, staff will give the Office Manager passwords in a sealed envelope to be locked in a safe and stored should they be needed.

- Keep secure and not share unique passwords between personnel.
- Not use any personal services (i.e. social media, banking, forums etc.) on Preschool devices. Personal email addresses or social media accounts are not to be used for work purposes and should not be accessed from Preschool devices, nor to share any private Preschool information.
- Return all Preschool owned devices and associated accessories upon termination of employment and in some instances during extended periods of leave (i.e. Long Service Leave). Ensuring all equipment is returned in good working order, subject to reasonable wear and tear.
- Ensure no files that involve children's observations are stored on personal devices and should only be stored and records on Preschool owned devices that have passwords/passcodes.
- Ensure shared devices are charged and ready for the next group to use.

## **7.0 POLICY STATEMENT**

Our Service values the appropriate and effective use of ICT resources in order to enhance and increase efficiency in our daily operations of the Service for all staff, children and their families. The Service will ensure all ICT resources are utilised by all relevant stakeholders in a safe manner, ensuring child safety, privacy and confidentiality are our primary priorities and are adhered to at all times.

Professional development and training, information and resources will be provided to all staff and other relevant stakeholders, to ensure ICT resources are used safely and correctly as required.

### **Online Privacy**

Our Service will ensure all online platforms including the Preschool website, email, social media applications and the like are secure and the privacy and confidentiality of personal data and information is upheld at all times in line with our *Social Media Policy* and *Privacy and Confidentiality Policy*.

Information gained via email will only be accessed by the Approved Provider/Nominated Supervisor or Office Manager.

Absolutely no content will be published to the website or any other social media site without implicit and written permission of families whom the content relates. Our service will gain implicit and written family permission prior to posting photos of children.

### **Use of ICT Resources by Children**

ICT resources will be appropriately utilised as a tool for learning. The Internet is a magnificent resource for research, communication and extending program ideas and interests. Our educators and staff will be diligent in ensuring children are only able to access age-appropriate technology on any device provided by the Service under direct supervision.

### **Personal Use**

All personal use of the Service's ICT resources is strictly prohibited; therefore, any loss of personal data is not the responsibility of the Service.

### **Breaches to Policy**

A breach to this Policy, depending on the circumstances or seriousness, will result in disciplinary action, up to and including termination of employment.

## 8.0 REFERENCES

Australian Children’s Education and Care Quality Authority (ACECQA) (2014).  
 Education and Care Services National Law and National Regulations (2011).  
 Childcare Centre Desktop, Childcare Policies,  
<https://www.childcarecentredesktop.com.au/members/childcare-policies/> (accessed Aug 2022)

## 9.0 RELATED POLICIES AND PROCEDURES

Providing a Child Safe Environment Policy Enrolment and Orientation Policy Family Participation and Communication Policy Social Media Policy Code of Conduct	Governance and Management of Service Providing a Child Safe Environment Interaction with Children Confidentiality Policy Staff/Parent Communication Policy
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## 10.0 REVIEW

POLICY REVIEWED BY	Narelle Blachford	Director / Nominated Supervisor
POLICY REVIEW DETAILS		NEXT REVIEW DATE August 2025
August 2022	<ul style="list-style-type: none"> <li>Review of content including the addition of Policy Statement.</li> <li>Formatting and template update.</li> </ul>	
POLICY REVIEW HISTORY	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
[Date of Previous Review]	<ul style="list-style-type: none"> <li>[Summary of review/changes]</li> </ul>	i.e. June 2022