
ICT User Agreement

This agreement shall be completed and signed by trainee teachers, parents, whānau and any other user of ICT excluding employees. All Central Kids employees agree to adhere to all Central Kids policies and procedures when they accept their offer of employment.

Important terms used in this document:

“Cybersafety” is the safe and responsible use of Information and Communication Technologies (ICT). *NetSafe's approach to cybersafety is founded on:*

- *Maintaining a positive approach about the many benefits brought by technologies*
- *Encouraging the public to identify the risks associated with ICT*
- *Putting in place strategies to minimise and manage risks*
- *Recognising the importance of effective teaching and learning programmes.*

‘ICT’ refers to the computer network, internet access facilities, computers, and other electronic devices used for communicating or sharing information

The term **‘ICT devices’** used in this document, includes but is not limited to, computers (such as desktops, laptops), storage devices (such as USB memory devices, CDs, DVDs), cameras (such as video, digital, webcams), mobile phones, video and audio players/receivers (such as portable CD and DVD players), gaming consoles, multi-function centres, and any other technologies as they come into use.

What can the kindergarten/centre’s ICT and ICT devices be used for?

Permission may be granted by the head teacher/centre manager/person responsible, to use the kindergarten/centre’s device/s at the kindergarten/centre, for kindergarten/centre-related purposes only.

Can I use my own ICT devices at the kindergarten/centre?

You may use privately owned ICT equipment, subject to the approval of the head teacher/centre manager/person responsible, on the kindergarten/centre site or any related activity, provided that use is appropriate to the learning environment. This includes images and text stored on mobile phones or other devices.

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

The head teacher/centre manager/person responsible will be consulted before any photographs, video or any other recordings, on any ICT device, are used while at the kindergarten/centre or on any related activity. The head teacher/centre manager/person responsible may ask to view any recordings and can instruct that they be deleted if they are inappropriate.

Publishing or sharing photos and/or videos of centre-related activities that include children other than your own is prohibited. This includes but is not limited to images taken on personal devices and those found on Storypark.

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

When using kindergarten/centre ICT at any time, or privately owned ICT at the centre or on any 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 and access to Central Kids networks?

Any passwords required to connect ICT devices to the internet or Central Kids networks are the responsibility of kindergarten/centre employees and shall not be shared with non-employees. Personal passwords are the property of the user and are kept confidential to that user.

Can I install my own software onto the kindergarten/centre's ICT device?

You must not attempt to download, install, connect or utilise any unauthorised software or hardware onto any kindergarten/centre ICT device.

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

Any electronic files or data created or modified for the purpose of completing work on behalf of centre on any ICT device, regardless of who owns the ICT device, are the property of Central Kids.

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

Am I able to copy material?

All ICT users are expected to comply with New Zealand copyright laws found at www.copyright.org.nz

The copyright owner has the exclusive right to copy, play, share, distribute or adapt that work, or to permit anyone else to do it.

If anyone else copies, shares or distributes a copyright protected work, without the permission of the copyright holder, then they are infringing on the owners copyright.

Data and images relating to kindergarten/centre experiences are not to be taken off the site.

What happens if there is an incident where the policy and or rules and responsibilities are not adhered to?

Report to the Head teacher/centre manager/person responsible, Kaiarataki or CEO. Ensure that the incident is recorded with any outcomes.

Cybersafety and ICT Policy

A copy of the Information and Communication Policy is available for you to view at the kindergarten/centre.

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Central Kids believes in supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

.....Kindergarten/Centre staff will:

(Kindergarten/Centre name)

- Enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or kindergarten/centre ICT devices at any time
- respond to any breaches of the ICT User Agreement and the Information and Communication Policy in an appropriate manner and timeframe
- welcome and respond to enquiries from parents/legal guardians/whānau about cybersafety issues and the use of the internet

I agree that:

(Name)

- I have read and received a copy of the ICT User Agreement and agree to adhere to the rules and responsibilities outlined
- I agree to adhere to the Central Kids Information and Communication Policy
- I will not use ICT to undermine the good name and reputation of Central Kids and its community
- If I do not understand about the technologies that are available or the contents of the ICT User Agreement that I will ask for assistance and training

Signed:

Name: