

INFORMATION COMMUNICATION AND TECHNOLOGY POLICY

Purpose	This policy aims to ensure that all of Central Kids employees are aware of the requirements and their responsibilities when working with Information and Communications Technology (ICT). It aims to protect all ākonga and the organisation with online safety, security and responsible digital citizenship to ultimately support tamariki learning.
Explanation	<p>Central Kids recognises that by fostering a culture of responsible digital citizenship in our tamariki, employees and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICT. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising and learning to effectively respond to the challenges we may experience while using ICT in a learning context.</p> <p>An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as ākonga learn.</p> <p>Central Kids recognises the importance of operating in a rapidly changing world. Our approach is to ensure that where possible we have technology and systems that enable Central Kids to operate a modern business, meet the changing needs of our workforce and ultimately provide positive learning outcomes for tamariki.</p> <p>Central Kids recognise that the presence in the learning environment of these technologies (some provided partly or wholly by the organisation and some privately owned by employees, tamariki and other members of the organisation’s community), can also facilitate anti-social, inappropriate and illegal material and/or activities. As technology develops it becomes increasingly difficult to differentiate between work related and personal activities.</p> <p>Central Kids has a statutory obligation to maintain a safe physical and emotional environment. As an organisation, we take our responsibility to be a good employer seriously and we expect our employees to take their responsibilities seriously.</p>
Scope	<p>All Central Kids employees and users of Central Kids ICT and personal devices on Central Kids premises and during the course of an employees work.</p> <p>Specifically, the provisions of this policy apply to the use of privately-owned or leased ICT devices on the organisation site, or at/for any kindergarten/centre-related activity, regardless of its location. This includes off-site access to the organisation’s network from organisation or privately-owned or leased devices.</p>
Guidelines	<ul style="list-style-type: none"> • Central Kids will develop and maintain cybersafety and digital citizenship practices that align with current and developing technologies. • All users of Central Kids ICT shall adhere to the Harmful Digital Communications Act (2015). A digital communication may be deemed harmful if it: <ul style="list-style-type: none"> ○ Is directed at an individual; and ○ Makes that person seriously emotionally distressed; and ○ It has or could seriously breach of one or more of the 10 communication principles in the Act: The 10 principles say that a digital communication should not: disclose sensitive personal facts about a person; be threatening, intimidating, or menacing; be grossly offensive; be indecent or obscene; be used to harass a person; make a false allegation; breach confidences; incite or

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	<p>encourage anyone to send a deliberately harmful message; incite or encourage a person to commit suicide; and denigrate a person's colour, race, ethnic or national origins, religion, gender, sexual orientation or disability</p> <ul style="list-style-type: none"> ○ These principles apply to Central Kids ● Prior to the use of Central Kids ICT devices or internet, users who are not employees e.g. whānau, student teachers shall sign the ICT User Agreement. These agreements shall be retained at the kindergarten/centre for the duration of use by the signee. Non-employees do not have permission to access Central Kids internet/network on their devices. <p>1. This section relates to any employee who is using any ICT devices</p> <ol style="list-style-type: none"> a. The use of ICT devices and software shall enable experiential learning outcomes for tamariki. b. Storypark is the online portfolio system adopted by Central Kids. c. The privacy of tamariki shall be protected by ensuring that there is whānau permission prior to publishing any images or information publically. d. Use of Central Kids Internet and ICT devices by employees, tamariki and other approved users at kindergartens/centres is to be limited to educational, professional development, and personal use appropriate within Central Kids. e. Central Kids has the right to monitor, access, and/or review all ICT usage and any electronic information viewed, transmitted, or stored on ICT devices in the course of the employee's employment. All such electronic information is the sole and exclusive property of Central Kids and the employee hereby assigns all right, title and interest in and to Central Kids and will cooperate with Central Kids to protect their interests in and rights to such. The employee acknowledges that Central Kids may also seek to monitor, access, and/or review privately owned ICT devices used during the course of the employee's employment and/or on any Central Kids site and/or during any kindergarten/centre related activity and will cooperate with Central Kids to provide such information as requested. f. The purposes of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff or tamariki and their whānau, stored within Central Kids. g. If an employee makes comments or publishes material on the internet including any comments made on social media websites or applications that Central Kids believes is in breach of this policy, Central Kids may in addition to any other options available, request the individual to remove the comments or materials and specify the timeframe for this to occur. <p>2. This section specifically relates to employees of Central Kids and outlines the parameters in which employee work with the Central Kids ICT systems.</p> <ol style="list-style-type: none"> a. The network, intranet and internet access are primarily to be used only for transacting business and kindergarten/centre curriculum purposes. The employer acknowledges that there may be a minimal amount of personal use of our network which is acceptable as long as it does not impact on Central Kids operations. b. At Central Kids we encourage employees to keep their work and professional lives separate. We suggest that employees would ideally use the Central Kids email for work purposes and personal or non-work related email such as a Gmail account for personal
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emails. Where an employee chooses to use the Central Kids email account for personal or non-work related purposes they acknowledge that by doing so they accept that Central Kids has ownership of the account and therefore all content. In addition, employees in doing so, will not represent themselves as Central Kids when conducting personal business.

- c. While the use of personal ICT devices during work times is discouraged, employees may use their own device within the boundaries of a team agreement keeping in mind that during work hours the focus is on tamariki and Central Kids operations.
- d. Personal phone calls are discouraged during work hours. In the event of a personal call being necessary this should be made during break periods unless in the event of an emergency.
- e. Any social media or website associated with Central Kids shall have pre-approval by the employer.
- f. Unauthorised and/or inappropriate email, intranet, and/or internet use is prohibited. Employees may not use the organisation's e-mail system, network, or internet access for any of the following:
 - i. Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information in violation of the organisation's policy or written agreements;
 - ii. Add, delete or modify any information in an attempt to mislead or disrupt others;
 - iii. Operate a business, usurping business opportunities, soliciting money for personal gain;
 - iv. To access, download, upload, save, request, transmit, store or purposely view sexual, pornographic, obscene, racist, profane or other offensive or inappropriate material;
 - v. Engaging in any activity in violation of the law.
- g. Employees will not publish company material on any publicly accessible device without permission of the employer.
- h. Employees will not engage in any file sharing that contravenes copyright law.
- i. Public performance of any work that has copyright attached to it shall not be screened or played within the kindergarten/centre, or at any kindergarten/centre event, without the permission of the copyright owner.
- j. Employees will adhere to the user agreements for licenses and subscriptions.
- k. Employees are not permitted to allow family members or any other unauthorised person to use/access devices owned by Central Kids.

3. This section relates to the maintenance/ support and purchasing of Central Kids ICT systems

- a. The purchase of any ICT device or associated software within the curriculum shall only be permitted when it can be demonstrated that such use has been carefully considered as a learning experience/aid for tamariki.
- b. Central Kids engage an ICT support service to provide a helpdesk, online support and system maintenance. This provides standardised group purchasing for all Central Kids.
- c. The key to Central Kids providing an efficient and cost effective system is to have a standardised ICT environment based around the Windows Stack (Servers, Cloud and Centre admin computers). This provides clear visibility, ease of management and consistency in terms of both the operating system platform and software applications.

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	<p>d. Those employees who are responsible for making purchasing decisions shall not permit themselves to be placed where they might be, or deemed by others to be, influenced in making business decisions on grounds other than good sound commercial judgement. They should be, and be seen to be, beyond reproach.</p> <p>e. Employees should avoid circumstances in which the acceptance of gifts, favours or prizes could give the appearance of conflict of interest with their official duties, or could be interpreted as being made to secure a favour preference.</p> <p>f. Central Kids has a commitment to value for money therefore each purchase of ICT devices and software will, dependent on the value of the purchase, be subject to quotation.</p> <p>Devices no longer required are to be sent to head office to be cleaned before disposal.</p>
<p>Definitions</p>	<p>“Ākonga” refers to all learners including tamariki, kaiako and whānau.</p> <p>“Copyright Law”: <i>“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 copy’s shares or distributes a copyright protected work, without the permission of the copyright holder, then they are infringing on the owner’s copyright. The Copyright Act relates to the uploading or downloading of a piece of work in a file sharing network that infringes the copyright in that work. Some parts of the law such as the Infringing File Sharing Amendment 2011 make the organisation accountable for copyright infringements recorded as taking place using the school internet connection. Central Kids may pass on any costs associated with copyright infringement to those responsible. In the law, file sharing is defined as: “where: “(a) material is uploaded via, or downloaded from, the Internet using an application or network that enables the simultaneous sharing of material between multiple users; and; “(b) uploading and downloading may, but need not, occur at the same time”.</i></p> <p>“Cybersafety” is the safe and responsible use of Information and Communication Technologies (ICT). <i>NetSafe’s approach to cybersafety is founded on:</i></p> <ul style="list-style-type: none"> • <i>Maintaining a positive approach about the many benefits brought by technologies</i> • <i>Encouraging the public to identify the risks associated with ICT</i> • <i>Putting in place strategies to minimise and manage risks</i> • <i>Recognising the importance of effective teaching and learning programmes.</i> <p>NetSafe defines a “digital citizen” as someone who understands the rights and responsibilities of inhabiting cyberspace</p> <ul style="list-style-type: none"> • <i>is a confident and capable user of ICT</i> • <i>uses technologies to participate in educational, cultural, and economic activities</i> • <i>uses and develops critical thinking skills in cyberspace</i> • <i>is literate in the language, symbols, and texts of digital technologies</i> • <i>is aware of ICT challenges and can manage them effectively</i> • <i>uses ICT to relate to others in positive, meaningful ways</i> • <i>demonstrates honesty and integrity and ethical behaviour in their use of ICT</i> • <i>respects the concepts of privacy and freedom of speech in a digital world</i> • <i>contributes and actively promotes the values of digital citizenship</i> <p>‘Electronic Information’ is data that is created, altered, communicated and stored in digital form.</p>

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	<p>'ICT' refers to the computer network, internet access facilities, computers, and other electronic devices used for communicating or sharing information.</p> <p>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.</p> <p>'Storypark' refers to the programme used within Central Kids for electronic portfolios to record and assess tamariki learning.</p> <p>'Social media' embraces web-based and mobile-based technologies to facilitate interactive communication between organisations, communities and individuals.</p>
References	
Standards	<p><u>Licensing Criteria for Centre-Based ECE Services</u></p> <p><u>Code of Professional Responsibility and Standards for the Teaching Profession</u></p> <p><u>Netsafe</u></p> <p><u>Storypark</u></p> <p><u>Education Council - social media</u></p> <p><u>File Sharing</u></p> <p><u>Copyright Council</u></p> <p><u>Harmful Digital Communications Act</u></p>
Service Documents	<p>ICT User Agreement</p> <p>CK Terms of Use – RomComms</p> <p>Fairness and Disciplinary Policy</p> <p>Central Kids Policies and Procedures</p> <p>ICT Equipment and Software Concept Approval Form A</p> <p>ICT Equipment Software Purchasing Approval Form B</p>
Policy Review	<p>Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such policies.</p>

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Procedures

Responsible Digital Citizenship

Adhere to age rating of different material

It is wise practice to review material before sharing it with tamariki to ensure it is suitable

Child Protection

Become knowledgeable about safety and security settings on all forms of ICT

Passwords and user information shall be kept confidential but should be easily recalled

All devices are to be password protected

Security

Disclaimers should be attached to all emails

Any email sent from a Central Kids email address should **include** the employees name and position within the official signature

Emails

Set up a regular routine of securely backing up files so they are safe

Check that the back ups work

Back-ups

Storypark:

- All tamariki will have a Storypark portfolio
- Head Teachers/Centre Managers and Kaiarataki will be administrators for the kindergarten/centre they are responsible for. Individual teams will decide the level of access for employees.
- Each kindergarten/centre shall have agreed practices around
 - who has editing rights for stories
 - the timeframe for publishing stories
 - conditions for direct communication with parents
 - how and when tamariki and adults are added and removed
 - ensuring that all tamariki and teachers have a profile photo
 - use of community posts
 - the kindergarten/centre profile is kept up to date
 - moderating content to ensure it supports a safe learning environment for ākongā and Central Kids
 - ensuring that whānau have information on who has access to their tamariki portfolio
- [Storypark Terms of Use](#) shall be adhered to.

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Social Media:

Before and as you use social media tools in your work and personal life, keep in the following in mind...

Be clear about

- the purpose of your interactions via social media
- the purpose and lifespan of online spaces you set up for teaching and learning purposes
- situations where you need to seek agreement from ākonga, whānau, and your colleagues

Maintain appropriate boundaries

Be aware of how persistent and shareable your posts are

Be responsible and role model for ākonga by

- being transparent and upfront about your online identity owning the content you create
- keeping your own privacy settings up to date and appropriate

Be open to learning by

- taking advantage of the knowledge and expertise of your colleagues
- seeking guidance from a Kaiarataki as soon as you have a concern

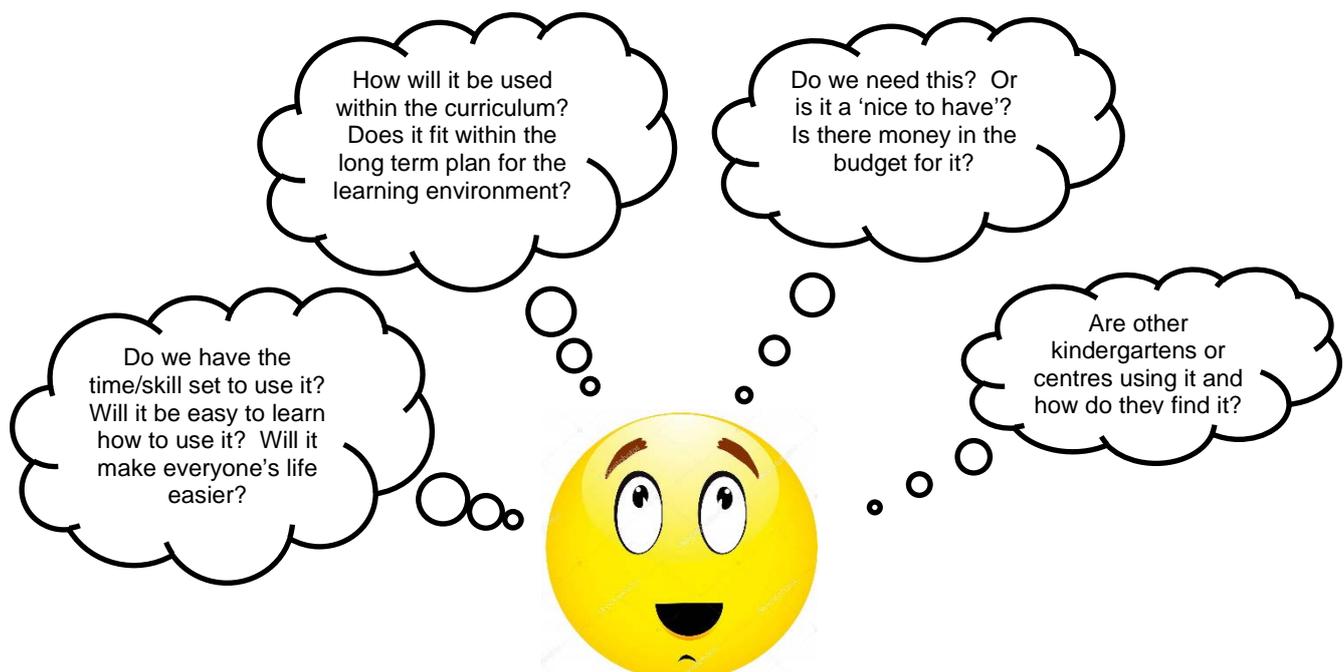
Be respectful and take into account

- the views and opinions of ākonga, whānau and your colleagues
- the privacy of those involved in your groups and the things you share

Adhere to copyright law

ICT Purchasing Process

Before making an application for an ICT purchase consider...



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When you are ready to purchase....

