

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Rationale

Ara Early Learning Centre acknowledge that in a technologically abundant age we have a responsibility to foster an environment where Information and Communication Technologies (ICT) are utilised in a way that enriches tamariki learning outcomes and the effective operation of the learning environment.

Purpose

To provide safe, clear guidelines for adults and tamariki using ICT in the learning environment and to foster a critical yet creative view of its effective use.

1. Access and Privacy

a) Permitted use

Use of the Centre's computers and other Centre-owned ICT equipment/devices on or off the Centre site, is restricted to:

- (i) Kaimahi
- (ii) Enrolled tamariki who have permission from their whānau.

b) Whānau consent for tamariki to use ICT

Consent must be received from whānau for their tamaiti to use ICT (including the Internet, under kaiako supervision). This is part of enrolment procedures.

c) Personal ICT equipment/devices

Use of personal ICT equipment/devices (such as cell phones) at the Centre or any Centre-related activity is restricted to activities which are appropriate to the Centre learning environment (see below) and may only be used with the permission of Centre Management or delegate. This includes storage of any images or material on such devices.

Inappropriate usage is defined as recording video, sound or images of staff or tamariki without obtaining prior consent, watching or displaying inappropriate content (according to paragraph 2 c) below for guidelines of restricted material), and unnecessary usage of devices for entertainment.

Whānau and our Wider Community

We respectfully ask whānau and the wider community to refrain from the use of cell phones in our environment and that when entering are present and attentive to the needs of tamariki.

Appropriateness of use and content in the learning environment

The guidelines of appropriate use of ICT is that tamariki, kaiako, and whānau use ICT experiences in order to enhance tamariki learning in a way that the natural environment cannot. Interpersonal skills, critical thinking/questioning, creativity and sensory experiences are paramount, and ICT is viewed as a tool to foster deepening of understanding in the world and society.

Knowing when to appropriately utilise ICT will be a skill that is actively taught by kaiako, alongside other options for research and extension of learning interests.

d) Ownership of electronic files or data

Any electronic data or files created or modified for the purpose of completing work on behalf of Ara Early Learning Centre on any ICT, regardless of who owns the ICT, remain the property of Ara Early Learning Centre.

Unauthorised taking of photos or videos of tamariki, either in the Centre or outside of the boundaries of the Centre (such as passers-by), is considered a breach of privacy and the persons involved will be asked to delete the files from their camera, cellular phone, or portable device under the observation of Centre staff.

e) Performing work-related duties at home using privately owned equipment/devices

Where staff are required to do Centre-related duties on privately owned ICT equipment/devices at home, they will follow Ara guidelines for usage.

f) Confidentiality and privacy

Tamariki, kaimahi, and whānau are not to be identified, (named), or have their photographs posted in any correspondence (such as via email) or online media (such as via blog or social networking site) without the awareness and written permission of the people involved.

2. Protection and Security

a) Internet access

Tamariki will be actively supervised by kaiako at all times when accessing the Internet at the Centre, and Netsafe practices will be modelled by all staff. Any site not previously checked will also be monitored by Netsafe-approved software. Electronic correspondence will be vetted by kaiako before children view or interact with it to ensure the content is appropriate.

b) Accidental access to inappropriate material

Centre staff will:

- (i) Remove the material from view.
- (ii) Report the incident immediately to Centre Management.
- (iii) Record the incident in the Centre's ICT Incident Book
- (iv) If needed Centre Management will request IT to take appropriate action.

c) Restricted material

Only material rated G for General Viewing by the Office of Film and Literature Classification (OFLC) is acceptable to access or view within the Centre or at a Centre-related activity.

d) Privacy and Security Monitoring

Any Centre social media accounts, profiles or pages will have an annual security/settings check by the Ara ICT department. This is to ensure that all privacy settings are upheld to a high and appropriate standard, no confidential information or data is available to unauthorised persons, and that all content is appropriate to the culture of the Centre.

When whānau leave the Centre there will be a 3-month grace period before being removed from the Centre's Closed Facebook Page.

4. Teaching and Learning

Kaiako should feel competent and confident in using ICT resources within the Centre, and be able to use these tools to enhance teaching and learning.

Tamariki, with parental/caregiver consent, will have access to appropriate ICT resources within the Centre to enrich and extend their learning interests.

Kaimahi and Management will be responsible for keeping up to date with current developments in personal ICT and how it is being used and will critically reflect on the applications in the Early Childhood learning environment. The core principles the Centre developed around the use of ICT will guide our practice.

Ara Code of Conduct for Computer Users

Ara Code of Professional Practice

Ara Information Security

Films, Videos and Publications Classification Act 1993

Health and Safety in Employment Act 1992, Part 2 s6, 8, 12, 15, 16

Health and Safety in Employment Act 1992, Part 4, s25

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