

Children's use of ICT policy

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Purpose

This policy provides guidelines to ensure that staff assisting children to use information and communication technology (ICT) at services administered by Horsham and District Kindergarten Association (HDKA):

- Understand and follow procedures to ensure the safe and appropriate use of ICT at the service including maintaining secure storage of information.
- Take responsibility to protect and maintain privacy in accordance with the service's *Privacy and Confidentiality Policy*.
- Are aware that only those persons authorised by HDKA are permitted to access ICT at the service.
- Understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities.
- Ensure that the ICT facilities available for use by children are appropriate and only used for the development and delivery of the early years program within the service setting.
- Ensure that the parents or guardians of children assisted to use ICT at the service are given information regarding its use to enable them to make informed decisions about their child's use of such equipment.

Values

HDKA is committed to:

- Professional, ethical and responsible use of ICT at the service.
- Providing a safe environment for children using the service's ICT facilities as part of the development or delivery of the program.
- Safeguarding the privacy and confidentiality of information received, transmitted or stored electronically.
- Ensuring that the use of the service's ICT facilities complies with all service policies and relevant government legislation.
- Providing children, educators and staff with appropriate ICT facilities which will optimise the development or delivery of the program.
- Supporting children and staff to make optimal use of ICT facilities which are available to assist with the development or delivery of the program.

Scope

This policy applies to the Approved Provider (HDKA), Nominated Supervisor, Certified Supervisor, educators, staff, children, students on placement and volunteers at services administered by HDKA.

This policy applies to all aspects of the use of ICT including:

- internet usage
- electronic mail (email)
- electronic bulletins/notice boards
- electronic discussion/news groups
- weblogs (blogs)
- social networking
- file transfer
- file storage (including the use of end point data storage devices – refer to Definitions)
- file sharing

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- video conferencing
- streaming media
- instant messaging
- online discussion groups and chat facilities
- subscriptions to list servers, mailing lists or other like services
- copying, saving or distributing files
- viewing material electronically
- printing material
- portable communication devices including mobile and cordless phones.

Background

The Victorian Government has funded the provision of ICT infrastructure and support to kindergartens since 2003. This support has included:

- purchase and installation of ICT equipment
- installation and maintenance of internet connection
- provision of email addresses
- training in the use of software and the internet
- help desk support.

The purpose of this support is to:

- Establish ICT infrastructure to assist teachers in the development and exchange of learning materials and in recording children's learning.
- Contribute to the professional development of kindergarten teachers and assistants and enhance their access to research in relation to child development.
- Establish ICT infrastructure that enhances the management of kindergartens and reduces the workload on management committees.
- Contribute to the sustainability of kindergartens by providing for the better management of records, including budget and finance records ([IT for Kindergartens](#))

The ICT environment is continually changing. Early childhood services now have access to a wide variety of technologies via fixed, wireless and mobile devices. While ICT is a cost-effective, timely and efficient tool for research, communication and management of a service there are also legal responsibilities in relation to information privacy, security and the protection of employees, families and children.

State and federal laws, including those governing information privacy, copyright, occupational health and safety, anti-discrimination and sexual harassment apply to the use of ICT (refer to *Legislation and standards*). Illegal and inappropriate use of ICT resources includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment (including sexual harassment, stalking and privacy violations) and illegal activity including illegal peer-to-peer file sharing.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Broadcasting Services Act 1992 (Vic), as amended 2007*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic), as amended 2011*
- *Classification (Publications, Films and Computer Games) Act 1995*
- *Commonwealth Classification (Publication, Films and Computer Games) Act 1995, as amended 2007*
- *Competition and Consumer Act 2010 (Cth)*
- *Copyright Act 1968 (Cth)*
- *Copyright Amendment Act 2006 (Cth)*
- *Copyright Amendment (online infringement) Bill 2015*

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- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Equal Opportunity Act 2010 (Vic)*
- *Freedom of Information Act 1982*
- *Health Records Act 2001 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Occupational Health and Safety Act 2004*
- *Privacy Act 1988 (Cth)*
- *Public Records Act 1973 (Vic)*
- *Racial and Religion Tolerance Act 2001 (VIC)*
- *Sex Discrimination Act 1984 (Cth)*
- *Spam Act 2003*
- *Trade Marks Act 1995 (Cth)*
- *Victorian Early Years Learning and Development Framework 2009*

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

Anti-spyware: Software designed to remove spyware: a type of malware (refer to *Definitions*), that collects information about users without their knowledge.

Chain email: An email instructing recipients to send out multiple copies of the same email so that circulation increases exponentially.

Computer virus: Malicious software programs, a form of malware (refer to *Definitions*), that can spread from one computer to another through the sharing of infected files, and that may harm a computer system's data or performance.

Defamation: To injure or harm another person's reputation without good reason or justification. Defamation is often in the form of slander or libel.

Disclaimer: Statement(s) that seeks to exclude or limit liability and is usually related to issues such as copyright, accuracy and privacy.

Electronic communications: Email, instant messaging, communication through social media and any other material or communication sent electronically.

Encryption: The process of systematically encoding data before transmission so that an unauthorised party cannot decipher it. There are different levels of encryption available.

Endpoint data storage devices: Devices capable of storing information/data. New devices are continually being developed, and a non-exhaustive list of current devices include:

- Laptops, netbooks
- USB sticks, external or removable hard drives, thumb drives, pen drives and flash drives
- iPods, Ipads, tablets or other similar devices
- cameras with USB drive connection
- iPhones/smartphones
- PCI/PC Card/PCMCIA storage cards
- PDAs (Personal Digital Assistants)
- other data-storage devices (CD-ROM and DVD)
- Cloud storage.

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Firewall: The primary method of keeping a computer/network secure. A firewall controls (by permitting or restricting) traffic into and out of a computer/network and, as a result, can protect these from damage by unauthorised users.

Flash drive: A small data-storage device that uses flash memory, and has a built-in USB connection. Flash drives have many names, including jump drives, thumb drives, pen drives and USB keychain drives.

Integrity: (In relation to this policy) refers to the accuracy of data. Loss of data integrity may be either gross and evident (e.g. a computer disk failing) or subtle (e.g. the alteration of information in an electronic file).

Malware: Short for 'malicious software'. Malware is intended to damage or disable computers or computer systems.

PDA's (Personal Digital Assistants): A handheld computer for managing contacts, appointments and tasks. PDA's typically include a name and address database, calendar, to-do list and note taker. Wireless PDA's may also offer email and web browsing, and data can be synchronised between a PDA and a desktop computer via a USB or wireless connection.

Portable storage device (PSD) or removable storage device (RSD): Small, lightweight, portable easy-to-use device that is capable of storing and transferring large volumes of data. These devices are either exclusively used for data storage (for example, USB keys) or are capable of multiple other functions (such as iPods and PDA's).

Spam: Unsolicited and unwanted emails or other electronic communication.

Security: (In relation to this policy) refers to the protection of data against unauthorised access, ensuring confidentiality of information, integrity of data and the appropriate use of computer systems and other resources.

USB interface: Universal Serial Bus (USB) is a widely used interface for attaching devices to a host computer. PCs and laptops have multiple USB ports that enable many devices to be connected without rebooting the computer or turning off the USB device.

USB key: Also known as sticks, drives, memory keys and flash drives, a USB key is a device that plugs into the computer's USB port and is small enough to hook onto a key ring. A USB key allows data to be easily downloaded and transported/transferred.

Vicnet: An organisation that provides a range of internet services to libraries and community groups (including kindergartens, as part of a government-funded project), including broadband and dial-up internet and email access, website and domain hosting, and website design and development.

Vicnet delivers information and communication technologies, and support services to strengthen Victorian communities. For more information, visit www.kindergarten.vic.gov.au

Virus: A program or programming code that multiplies by being copied to another program, computer or document. Viruses can be sent in attachments to an email or file, or be present on a disk or CD. While some viruses are benign or playful in intent, others can be quite harmful: erasing data or requiring the reformatting of hard drives.

Sources

- [Acceptance Use Policy](#), DEECD Information, Communications and Technology (ICT) Resources:
- [IT for Kindergartens](#):
- Organisation for Economic Cooperation and Development (OECD) (2002) [Guidelines for the Security of Information Systems and Networks: Towards a Culture of Security](#)

Service policies

- [Code of Conduct Policy](#)
- [Complaints and Grievances Policy](#)
- [Curriculum Development Policy](#)

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- *Enrolment and Orientation Policy*
- *Governance and Management of the Service Policy*
- *Information and Communication Technology Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

Procedures

The Approved Provider (HDKA) is responsible for:

- ensuring that the use of the service's ICT complies with all relevant state and federal legislation (refer to *Legislation and standards*), and all service policies (including *Privacy and Confidentiality Policy* and *Code of Conduct Policy*)
- providing suitable ICT facilities to assist educators and children to effectively develop and deliver the program
- authorising the access of educators, staff, children, volunteers and students to the service's ICT facilities, as appropriate
- providing clear procedures and protocols that outline the parameters for use of the service's ICT facilities by children (refer to Attachment 1 – Procedures for use of ICT by children at the service)
- embedding a culture of awareness and understanding of security issues at the service (refer to Attachment 2 – Guiding principles for security of information systems)
- ensuring that the service's computer software and hardware which may be used by children are purchased from an appropriate and reputable supplier and are appropriate for use by children
- identifying the need for additional password-protected email accounts for management, educators, staff and others at the service, and providing these as appropriate
- identifying the training needs of educators and staff in relation to ICT, and providing recommendations for the inclusion of training in ICT in professional development activities
- ensuring secure storage of all information at the service, including backup files (refer to *Privacy and Confidentiality Policy*)
- adhering to the requirements of the *Privacy and Confidentiality Policy* in relation to accessing information on the service's computer/s, including emails
- ensuring that reputable anti-virus and firewall software (refer to *Definitions*) are installed on service computers, and that software is kept up to date
- developing procedures to minimise unauthorised access, use and disclosure of information and data, which may include limiting access and passwords, and encryption (refer to *Definitions*)
- ensuring that the service's liability in the event of security breaches, or unauthorised access, use and disclosure of information and data is limited by developing and publishing appropriate disclaimers (refer to *Definitions*)
- developing procedures to ensure data and information (e.g. passwords) are kept secure, and only disclosed to individuals where necessary e.g. to new educators, staff or committee of management
- developing procedures to ensure that all educators, staff, volunteers, students and parents are aware of the requirements of this policy
- ensuring compliance with this policy by all users of the service's ICT facilities
- ensuring that written permission is provided by parents/guardians for authorised access to the service's computer systems and internet by children

The Nominated Supervisor, Certified Supervisors, educators, staff and other authorised users of the service's ICT facilities are responsible for:

- complying with all relevant legislation and service policies, protocols and procedures,

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- keeping allocated passwords secure, including not sharing passwords and logging off after using a computer
- maintaining the security of ICT facilities belonging to services administered by HDKA
- cooperating with other users of the service's ICT to ensure fair and equitable access to resources
- obtaining approval from the Approved Provider (HDKA) before purchasing licensed computer software and hardware
- ensuring confidential information is transmitted with password protection or encryption, as required
- ensuring no illegal material is transmitted at any time via any ICT medium
- ensuring that children's use of ICT is supervised and restricted to the purposes of development and delivery of the early years program
- using endpoint data storage devices (refer to *Definitions*) supplied by the service for service-related business only, and ensuring that this information is protected from unauthorised access and use
- notifying the Approved Provider (HDKA) of any damage, faults or loss of ICT equipment
- signing an acknowledgement form upon receipt of a USB or portable storage device (including a laptop) (refer to Attachment 4 – Authorised user agreement)
- ensuring electronic files containing information about children and families are kept secure at all times (refer to *Privacy and Confidentiality Policy*).

Parents/guardians are responsible for:

- reading and understanding this *Children's Use of Information and Communication Technology (ICT) Policy*
- complying with all state and federal laws, the requirements of the *Education and Care Services National Regulations 2011*, and all service policies and procedures
- maintaining the privacy of any personal or health information provided to them about other individuals e.g. photographs.

Volunteers and students are responsible for following this policy and its procedures while at the service

Attachments

- Attachment 1: Procedures for use of ICT by children at the service
- Attachment 2: Guiding principles for security of information systems
- Attachment 3: Parent/guardian authorisation for child access to the HDKA ICT facilities

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Attachment 1

Procedures for use of ICT by children at the service

Children's access to ICT facilities at services administered by HDKA must

- be supervised by an educator or approved student or volunteer at all times
- be related to the development and/or delivery of the program

Unacceptable/inappropriate use of ICT facilities

Users of the ICT facilities (and in particular, the internet, email and social media) provided by services administered by HDKA must not:

- create or exchange messages that are offensive, harassing, obscene or threatening
- create, copy, transmit or retransmit chain emails (refer to *Definitions*), spam (refer to *Definitions*) or other unauthorised mass communication
- use the ICT facilities as a platform to gain unauthorised access to other systems
- carry out activities that are illegal, inappropriate or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech or material that ridicules/discriminates against others on the basis of race, nationality, creed, religion, ability/disability, gender or sexual orientation
- use the ICT facilities to access, download, upload, create, store or distribute illegal, offensive, obscene or objectionable material (including pornography and sexually explicit material). It will not be a defence to claim that the recipient was a consenting adult
- those which are not considered to have a direct benefit to the development and/or delivery of the educational program (e.g play games etc)
- exchange any confidential or sensitive information held by HDKA or services administered by HDKA unless authorised as part of their duties
- harass, slander, intimidate, embarrass, defame, vilify, seek to offend or make threats against another person or group of people
- breach copyright laws through making copies of, or transmitting, material or commercial software.

Information stored on computers

- Computer records containing personal, sensitive and/or health information, or photographs of children must be stored securely so that privacy and confidentiality is maintained. This information must not be removed from the service without authorisation, as security of the information could be at risk (refer to *Privacy and Confidentiality Policy*).
- Computer records containing personal, sensitive and/or health information, or photographs of children may need to be removed from the service from time-to-time for various reasons, including for:
 - excursions and service events (refer to *Excursions and Service Events Policy*)
 - offsite storage, where there is not enough space at the service premises to store the records.In such circumstances, services must ensure that the information is transported, handled and stored securely so that privacy and confidentiality is maintained at all times.
- Computer users are not to view or interfere with other users' files or directories, knowingly obtain unauthorised access to information or damage, delete, insert or otherwise alter data without permission.

Breaches of this policy

- Individuals who use ICT at the service for unlawful purposes may be liable to criminal or civil legal action. This could result in serious consequences, such as a fine, damages and/or costs being awarded against the individual, or imprisonment. The Approved Provider (HDKA) will not defend or support any individual using the service's ICT facilities for an unlawful purpose.
- The service may block access to internet sites where inappropriate use is identified.
- Employees who fail to adhere to this policy may be liable to counselling, disciplinary action or dismissal.
- Management, educators, staff, volunteers and students who fail to adhere to this policy may have their access to the service's ICT facilities restricted/denied.

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Attachment 2

Guiding principles for security of information systems

The Organisation for Economic Co-operation and Development's (OECD) guidelines encourage an awareness and understanding of security issues and the need for a culture of security.

The OECD describes nine guiding principles that encourage awareness, education, information sharing and training as effective strategies in maintaining security of information systems. The guiding principles are explained in the table below.

Awareness	Users should be aware of the need for security of information systems and networks and what they can do to enhance security.
Responsibility	All users are responsible for the security of information systems and networks.
Response	Users should act in a timely and cooperative manner to prevent, detect and respond to security issues.
Ethics	Users should respect the legitimate interest of others.
Democracy	The security of information systems and networks should be compatible with the essential values of a democratic society.
Risk assessment	Users should conduct risk assessments.
Security design and implementation	Users should incorporate security as an essential element of information systems and networks.
Security management	Users should adopt a comprehensive approach to security management.
Reassessment	Users should review and reassess the security of information systems and networks, and make appropriate modifications to security policies, measures and procedures.

Sourced from Organisation for Economic Co-operation and Development's (OECD) (2002) *Guidelines for the Security of Information Systems and Networks: Towards a Culture of Security*.



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Attachment 3

Parent/guardian authorisation for child access to HDKA ICT facilities (computer, digital camera, internet)

Student’s name: _____

Kindergarten/Group: _____

I, _____, am a parent/guardian of

I have read the HDKA *Children’s Use of Information and Communication Technology (ICT) Policy* and agree to the conditions of use of the service’s ICT facilities for the above-named student.

I understand that my child will be supervised by an approved educator, student or volunteer when making use of ICT facilities at the kindergarten.

I also understand that access to ICT facilities at the kindergarten will be restricted to activities which directly relate to the development and/or delivery of the educational program

Signature (parent/guardian)

Date