

Information and Communication Technology (ICT) Policy

1. Policy Statement

Values

NERPSA is committed to:

- professional, ethical and responsible use of ICT at the service
- providing a safe workplace for management, educators, staff and others using the service's ICT facilities
- safeguarding the privacy and confidentiality of information received, transmitted or stored electronically

Purpose

This policy will provide guidelines to ensure that all users of information and communication technology (ICT):

- 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*
- understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities.

2. Scope

This policy applies to NERPSA, individual kindergartens within the NERPSA cluster, their committees and staff and parents/guardians who wish to have their children enrolled, or have children already enrolled at NERPSA.

3. Background and Legislation

The Internet is a wonderful resource for research, communication and for conducting business. NERPSA seeks to provide its employees, committee / cluster management and parents with online information resources and communication tools, to support them in the education of their children and the operation of the centre.

4. Procedures

Users of Kindergarten information and communication technology:

- 4.1. Must comply with all relevant legislation and policies
- 4.2. Are not to attempt to access or transmit at any time, via email or any other medium, material (Language and images), which a reasonable person could consider indecent, offensive, obscene, profane, sexually explicit or objectionable
- 4.3. Must not harass, slander, intimidate, embarrass, defame, vilify, and seek to offend or make threats against another person, group of people or organization via electronic mail or other medium
- 4.4. Are not to make copies of, or transmit, commercial software illegally in breach of copyright
- 4.5. Are not to participate in spamming or sending mass unsolicited email

- 4.6. Are not to transmit confidential information inappropriately
- 4.7. Must not attempt to access or transmit at any time, via email or any other medium material that is illegal
- 4.8. Must restrict the use of personal mobile phones to rostered breaks
- 4.9. Are to ensure that records containing personal, sensitive, health information or photographs of children are stored securely so that the privacy and confidentiality of all information is maintained. For example, password protected or transferred to remote storage device, that is, floppy disk, CD Rom, memory stick, and kept in a secure location.

Breach of this policy:

- 4.10. Users who fail to adhere to the procedures set out in this policy may be liable personal civil prosecution.
- 4.11. Parents or other users failing to adhere to this policy may be expelled from the association in line with NERPSA's constitution.
- 4.12. Employees failing to adhere to this policy may be liable to counseling or disciplinary action.
- 4.13. Volunteers and/or students failing to adhere to the policy may have access to the centre's computers denied or have their placement terminated.

5. Evaluation

In order to assess whether the values and purposes of the policy have been achieved, NERPSA will:

- Seek feedback regarding the effectiveness of the policy
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required.

6. Authorisation

The policy was adopted by NERPSA on 19th March 2013.

7. Review date

The policy will be reviewed every three years from date of adoption.