

**INFORMATION** **AND** **COMMUNICATION** **TECHNOLOGIES** **POLICY**

**RATIONALE**

At Flying Kiwi Preschool we recognise that Information and Communication Technologies (ICT) affects the people and environment that surround young tamariki learning. We acknowledge that appropriate use of ICT offers new opportunities that strengthen many aspects of early childhood practice. For example:

* Learning and play experiences of tamariki
* Professional learning and development of kaiako
* Strengthening relationships and communication between early childhood centres, mātua and other people connected to Flying Kiwi Preschool.

The following procedures provide guidance to all team members, mātua and visitors regarding the safe and responsible use of ICT.

**TE** **WHĀRIKI**

***Wellbeing/Mana******atua******-******Goal******3****:*  Tamariki, whanau and employees experience an environment where they are kept safe from harm.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Health** **and** **Safety:** **Child** **Protection**

● **HS32:** All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

**PROCEDURES** **FOR** **ADULTS** **USING** **ICT**

* Flying Kiwi Preschool will have a device and a computer available for managers and kaiako to use for assessment, planning and evaluation, as well as administration and information management.
* Flying Kiwi Preschool will provide devices for taking photographs, videos and using Storypark. If kaiako choose to use their personal devices, they take personal responsibility for any damages.
* Photographic and video footage of tamariki learning experiences recorded on digital devices (either personally owned or the property of Flying Kiwi Preschool ) such as mobile phone, e-pads, and other recordable electronic equipment, must be downloaded to a work computer/memory stick/Storypark or cloud-based folders such as OneDrive, and deleted from the camera card as soon as possible. Kaiako will delete photos and videos off their personal devices as soon as possible.
* Cloud-based folders and any other platform where information can be stored (for example, messaging apps)must be encrypted sites with high levels of security. Flying Kiwi Preschool recommends only Storypark, Flying Kiwi Preschool emails and OneDrive.
* Security systems are in operation on all Flying Kiwi Preschool computers including: updated anti-virus software, updated firewall software and hardware, updated anti-spyware software, and the use of passwords.
* Permission from mātua will be obtained at the time of enrolment for Flying Kiwi Preschool to take and use photos and videos of their tamaiti for the purposes of

o assessment, planning and evaluation

o Flying Kiwi Preschool publications, presentations, training purposes and advertising

o sharing learning via Storypark online software

o Flying Kiwi Preschool public social media sites such as Facebook and Instagram.

* Specific permission from mātua will be sought before external agencies use Flying Kiwi Preschool photos or videos for their social media use or other publications.
* Managers and kaiako communicate with mātua, caregivers and whanau via e-mail or Storypark, (secure online communication software).
* When using Storypark to communicate with matua, photos and videos can be shared.
* Kaiako are to take responsibility to follow the terms and conditions of using Storypark.
* For information about a tamaiti to be posted on Storypark, including photos and videos, the consent form in the tamaiti enrolment pack must be signed by mātua.
* Flying Kiwi Preschool will provide relevant professional development to support all team members to feel confident in using a range of ICT equipment.
* All data about tamariki (and photos) stored on hard drives and memory sticks, excluding Storypark, must be deleted after a tamaiti leaves the centre unless stored for a specific purpose.
* All data about tamariki (written documentation, photographs and or videos), stored by kaiako on hard drives/memory sticks, mobile phones and other personal equipment must be deleted when each kaiako ceases to work at Flying Kiwi Preschool. Access to data on cloud platforms will also be ceased.
* Regarding the use of mobile phones: kaiako receiving or making personal phone calls/texting is ONLY acceptable in cases of urgency.
* Flying Kiwi Preschool recognises the importance for some whānau of having photographs from their tamariki celebrations or other events. However, in order to protect the tamariki, whānau, and team members of Flying Kiwi Preschool, we ask that any photos taken by whānau at such times are treated with respect and remain off publicly accessible websites such
* as Facebook, etc., or forwarded to others, unless permission is granted from each person within the photos or videos.
* The enrolment form indicates that by enrolling their tamaiti,mātua, whānau and caregivers agree data involving their tamaiti being stored on ICT equipment is part of the learning environment.
* The principles of confidentiality and privacy extend to accessing or viewing information about team members or tamariki and their whanau which is stored on Flying Kiwi Preschool equipment.
* All team members may make personal use of Flying Kiwi Preschool ICT equipment, internet and email access, provided this is within reasonable limits and does not waste or misuse work time.
* Each centre's ICT equipment is only permitted to be taken off site for the purpose of adding value to the tamariki or team members' learning experiences, and with the permission of a manager in the case of a camera/tablet/laptop.

**PROCEDURES** **FOR** **CHILDREN** **USING** **ICT**

* Tamariki will be actively supervised by kaiako when using different ICT equipment (e-mail, internet, digital cameras, scanners, video equipment, data projectors, iPods, e-pads, mobile phones). Kaiako understand that to enhance tamariki leaming it is best when interaction with technology is purposeful and led by the tamaiti - when the tamaiti is an active, rather than a passive learner.
* ICT equipment used in each centre will not expose tamariki, or give them access, to any inappropriate, dangerous or objectionable material, such as that of an explicitly sexual or violent nature.
* Kiddle, a safe visual search engine powered by Google, must be used when accessing the internet with tamariki.
* Exposure to screens (for learning purposes while at Flying Kiwi Preschool) should occur in relatively short spells, as a guideline; no more than 10-20 minutes for 3-year-olds.

**LINKS** **TO:**

* Physical Activity Policy
* Privacy Policy
* Social Media Policy
* Netsafe -an internet safety group that provides online safety resources for mātua and caregivers of young tamariki. Netsafe provides information to mātua and tamariki on how they can keep themselves safe in the information communication environment. For information on this topic you might visit: www.netsafe.org.nz

**Date approved:**

**Review date:**