Kekeco Childcare Pty.Ltd.

Cyber Safety Policy

Cyber safety is the safe and responsible use of information and communication technology. It is about keeping information safe and secure which protects the privacy of individuals, and being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette). Understanding Cyber safety is more important when working with or caring for young children as they cannot make their own decisions about what gets published online.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
168	Education and care services must have policies and procedures
181	Confidentiality of records kept by approved provider
195	Application of Commonwealth Privacy Act 1988
196	Modifications relating to National Education and Care Services Privacy Commissioner and Staff

Related Policies
Technology Usage
Programming Policy
Photography Policy
Family Communication Policy
Privacy and Confidentiality Policy
Record Keeping and Retention Policy

PURPOSE
To create and maintain a cyber safe culture which works in accordance with our Service philosophy, privacy and legislative requirements to ensure the cyber safety of enrolled children, educators and families.

SCOPE
This policy applies to children, families, staff, management and visitors of the Service.

Terminology

ICT	Information and Communication Technologies
Cyber safety	Safe and Responsible use of the internet and equipment/device, including mobile phones.
Netiquette	The correct or acceptable way of using the internet

IMPLEMENTATION

Cyber Safety encompasses technologies such as the Internet, and electronic communication devices, software programs including mobile phones and other wireless technology. With increasing sophisticated and affordable communication technologies, there is a candid need for children and young people to be methodically informed of both the benefits and risks of using these new technologies and provides safeguards and awareness for users to enable them to control their online experiences and the appropriate use of all technologies.

Our Service has demanding cyber safety practices and education programs in place, which are inclusive of appropriate use agreements for Educators and Families. Our educational software program provides families with up to date information about their child's development in way of daily reports, observations, photos, portfolios and email communications.

The cyber safety agreement includes information about the software program, the Services' obligations and responsibilities and the nature of possible consequences associated with cyber safety. privacy and bullying breaches. Once the agreement is signed, families and educators will have access to the educational software program.

EDUCATIONAL SOFTWARE PROGRAM

Our Service uses Childcarers which is a password protected private program for children, educators and families to share observations, photos, videos, daily reports and portfolios. Families are able to view their child/children's learning and development and contribute general comments relating to their child or comment on an observation or daily report.

Directors are alerted via email and on their dashboard when a family member has added a comment. Likewise, families are altered via email when a post has been posted about their child.

Access to a child's information & development is only granted by their primary guardians. No personal information is shared with any third party.

Confidentiality and privacy:

- The principles of confidentiality and privacy extend to accessing or inadvertently viewing and disclosing information about personnel, or children and their families, which is stored on the Service's network or any device
- Privacy laws are such that educators or other employees should seek advice from Service management regarding matters such as the collection and/or display/publication of images (such as personal images of children or adults), as well as text (such as children's personal writing)
- Ministry of Education guidelines should be followed regarding issues of privacy, safety and copyright associated with the online publication of children's personal details or work.
- All material submitted for publication on the Service Internet/Intranet site should be appropriate to the Service's learning environment
- Material can be posted only by those given the authority to do so by the Service management
- The Service management should be consulted regarding links to appropriate websites being placed on the Service's Internet/Intranet (or browser homepages) to provide quick access to sites

Management will ensure:

- The Service works with ICT (Information and Communication Technology) security specialist to ensure the latest security systems are in place to ensure best practice. These can block access to

unsuitable web sites, newsgroups and chat rooms. However, none of these tools is foolproof - they cannot be a substitute for active parental involvement in a child's use of the internet

A Nominated Supervisor/ Responsible Person /Educators will:

- Ensure to use netiquette by adhering to Service policies and procedures for staying safe online. Even if you are confident about Cyber safety it would be a good idea to check if all those invited to your account have the required knowledge.
- Keep passwords confidential and not share it with anyone.
- Never request a family member's password or personal details via email
- Report anyone who is acting suspiciously, or requesting information, which they feel uncomfortable about.

Families:

- When sharing anything using technologies such as computers, mobile devices, email and the internet it is important you and everyone else invited to your account understands about netiquette and staying safe online, ensuring privacy is adhered too. Even if you were confident about Cyber safety it would be a good idea to check if all those invited to your account have the required knowledge.
- When it comes to your own children, it is your choice what you share outside of the Service. Remember though that young children cannot make their own decisions about what gets published online so you have a responsibility to make sure whatever is shared is in your children's best interests.
- Sometimes other children in the Service may feature in the same photos, videos and observations as your children. In these cases, never duplicate or upload them to the internet/social networking sites or share them with anyone other than family members without those children's parents' permission.

Source

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics
- https://esafety.gov.au
- Guide to the National Quality Standard.
- Revised National Quality Standard
- Privacy Laws
  https://www.oaic.gov.au/privacy-law/

Review

Policy Reviewed	Modifications	Next Review Date
March 2017	Reviewed policy, no changes made.	March 2018
November 2017	Updated Policy to comply with the revised National Quality Standard	March 2018
March 2018	Updated to comply with changes to the Australian Privacy Act	March 2019