



Kinburra Preschool

Cyber Safety Policy

Cyber safety is the safe and responsible use of information and communication technology. It is about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette).

Understanding Cyber safety is all the more important when working with, or caring for, young children as they cannot make their own decisions about what gets published online. Our Service is committed to create and maintain a safe online environment with support and collaboration with staff, families and community.

NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY | | |
|--|-----------------------------------|---|
| 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 | |
|--|---|
| 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 |

RELATED POLICIES



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| Code of Conduct Policy Technology Usage Policy Programming Policy Photography Policy | Family Communication Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy |
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PURPOSE

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

Our computer software program and Internet access facilities brings prodigious benefits to the teaching and learning programs and constructs our partnership with 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 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 provide 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.



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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 and bullying breaches. Once the agreement is signed, families and educators will have access to the educational software program.

EDUCATIONAL SOFTWARE PROGRAM

Kinburra Preschool uses **Storypark** 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.

Educators are alerted via email and on their dashboard when a family member has added a comment. Likewise, families are alerted via email when a relevant educator has posted about their child.

Access to a child's information & development is only be 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 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 particular sites

MANAGEMENT WILL ENSURE:

- All staff, families and visitors are aware of the Service's Code of Conduct and Confidentiality and Privacy Policies.



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- The Service works with an ICT security specialist to ensure the latest security systems are in place to ensure best practice. Anti-virus and internet security systems including firewalls can block access to unsuitable web sites, newsgroups and chat rooms. However, none of these tools are fool proof; they cannot be a substitute for active adult supervision and involvement in a child's use of the internet.
- Backups of important and confidential data is made regularly (monthly is recommended)
- Backups are stored securely either offline, or online (using a cloud-based service)
- Software and devices are updated regularly to avoid any breach of confidential information

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.
- Personal mobile phones are not used to take photographs, video or audio recordings of children at the Service.
- Provide parents and families with information about the apps or software programs accessed by children at the Service.
- Report anyone who is acting suspiciously, or requesting information, which they feel uncomfortable about.
- Ensure that children are never left unattended whilst a computer or mobile device is connected to the internet.
- Only use educational software programs and apps that have been thoroughly examined for appropriate content prior to allowing their use by children.
- Ensure that appropriate websites are sourced for use with children prior to searching in the presence of children.
- Use a search engine such as 'Kiddle' rather than Google to search for images or information with children (See 'Resources' section).



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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. 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.

RESOURCES

Australian Government Office of the eSafety commission www.esafety.gov.au/early-years

eSafety Early Years Online safety for under 5s. <https://www.esafety.gov.au/sites/default/files/2020-02/Early-years-booklet.pdf>

eSmart Alannah & madeline foundation www.esmart.org.au

Family Tech Agreement. eSafety Early Years Online safety for under 5s

https://www.esafety.gov.au/sites/default/files/2020-01/Our%20Family%20Tech%20Agreement_0.pdf

Kiddle is a child-friendly search engine for children that filters information and websites with deceptive or explicit content: <https://www.kiddle.co/>

Receive information on scams that can then be provided to the public. To report an online scam or suspected scam, use the form found here: <https://www.scamwatch.gov.au/report-a-scam>

More information on online fraud and scams can be found on the Australian Federal Police website:

<https://www.afp.gov.au/what-we-do/crime-types/cyber-crime/online-fraud-and-scams>



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Notifiable Data Breaches scheme (NDB) can be made through the Australian Government Office of the Australian Information Commissioner

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Government eSafety Commission (2020) www.esafety.gov.au
 Australian Government Office of the Australian Information Commissioner (2019)
<https://www.oaic.gov.au/privacy/notifiable-data-breaches/about-the-notifiable-data-breaches-scheme/>
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended 2020).
 Guide to the National Quality Standard.
Privacy Act 1988.
 Revised National Quality Standard. (2018).

Review

| POLICY REVIEWED | MARCH 2021 | NEXT REVIEW DATE | MARCH 2022 |
|-----------------|---|------------------|------------|
| MODIFICATIONS | <ul style="list-style-type: none"> Sources checked for currency | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE | |
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| OCTOBER 2019 | <ul style="list-style-type: none"> Re-worded introduction Resources section added Additional information added to points Sources checked for currency Sources alphabetised | MARCH 2020 | |



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