



## Digital and Cyber Safety Policy

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito : April 2024 | Āpereira 2024

Next Review | ā houanga arotake: October 2024 | Oketopa 2024

Policy Owner | Rangatira Kaupapa Māhere: Chief Operating Officer

Key Accountabilities | Ngā Takonga Tuatahi: Digital Operations Manager

### Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- Set out the principles by which He Whānau Manaaki o Tararua (Whānau Manaaki) and its employees will approach Digital services and Cyber Safety.
- Provide a reference document for both managers and employees regarding the use of Digital Services so this can be addressed in a fair, reasonable and consistent manner.
- To ensure Digital Technology contributes positively to the management and administration of Whānau Manaaki and is used safely and responsibly by staff to support children's learning.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all employees, contractors and volunteers of He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

### Definitions

- “Cyber Safety” is defined as the safe and responsible operation/use at any time and at any site of Whānau Manaaki network, internet facilities, and associated equipment such as computers, laptops, tablets, digital cameras, mobile phones, and other devices.
- “Objectionable” is defined by the Films, Videos and Publications Classification Act 1993 and Amendment Act 2005 as a publication that describes, depicts, expresses or otherwise deals with matters such as sex, horror, crime, cruelty, or violence in such a manner that the availability of the publication is likely to be injurious to the public good.
- “Publication” is defined by the Films, Videos and Publications Classification Act 1993 and Amendment Act 2005 as any book, film, sound recording, picture, newspaper, photograph, photographic negative, photographic plate, or photographic slide, any print of writing, a paper or other item that has printed or impressed upon it, or otherwise shown upon it, 1 or more (or a combination of 1 or more) images, representations, signs, statements, or words, an item (including but not limited to, a disc, or an electronic or computer file) on which is recorded or stored information that, by the use of a computer or other electronic device, is capable of being reproduced or shown as 1 or more (or a combination of 1 or more) images, representations, signs, statements, or words.

### General Principles | Mātāpono Whānui

#### Provision

Whānau Manaaki is committed to providing adequate Information Communication Technology (ICT) in kindergartens for management and administration purposes and to support and promote children's learning while ensuring cyber safety for staff and children. This is important to ensure that technology is being used safely and responsibly in the kindergarten, and that children are not exposed to inappropriate content

1. Use of Whānau Manaaki network, internet access facilities, computers, and other ICT equipment (including mobile phones) on or off-site is restricted to employees, attending children (under supervision), committee members (with permission from the Head Teacher), persons contracted by Whānau Manaaki to carry out work on ICT hardware or systems, and other persons at the discretion of the Chief Executive Officer.  
*This is important to ensure that only authorised individuals have access to Whānau Manaaki technology, which reduces the risk of data breaches and cyber-attacks.*
2. Any software loaded onto the kindergarten computers or other ICT devices must be obtained legitimately and be approved by Whānau Manaaki.  
*This is important to ensure that software used on Whānau Manaaki's devices is licensed and legal, reducing the risk of copyright infringement and malware.*
3. Whānau Manaaki will meet all reasonable costs involved in the maintenance of the main computer that is supplied by Whānau Manaaki, including the hard drive, monitor, and keyboard. The kindergarten is responsible for purchase of printing costs, paper, and the upkeep of equipment funded by the kindergarten. Costs involved with other computers are the responsibility of the kindergarten.  
*This is important to ensure that equipment is well-maintained and in good working condition, reducing the risk of equipment failure and downtime.*
4. Permission must be sought from Whānau Manaaki before purchasing ICT equipment using the PA1 approval system.  
*This is important to ensure that Whānau Manaaki has oversight of technology purchases, reducing the risk of duplicate purchases or purchases that are not compatible with existing technology.*
5. Permission must be sought before any contractors are engaged to provide ICT support or services at kindergartens.  
*This is important to ensure that all technology-related work is conducted by authorised individuals and that contractors are properly vetted before working with Whānau Manaaki owned technology.*
6. All ICT equipment used to store kindergarten information or children's records must not be sold, given away. Disposal of surplus ICT equipment must be coordinated through the Head Office.  
*This is important to ensure that sensitive information is not compromised when equipment is no longer needed and to ensure that Whānau Manaaki's equipment is properly disposed of in an environmentally responsible manner.*

### Acceptable Use

7. Employees may make personal use of Whānau Manaaki ICT equipment, internet, and email access provided this is within reasonable limits, does not waste or misuse work time, does not result in a cost to Whānau Manaaki or the kindergarten, does not place the user account at risk, is not used to offend, harass or harm others, or used to pass off personal views as representing those of Whānau Manaaki  
*This is important to ensure that personal use of Whānau Manaaki's technology does not interfere with work duties, pose a security risk, or harm others.*

8. Employees will take all practical steps to ensure inappropriate or objectionable material (as defined by the Films, Videos and Publications Classification Act 1993/Amended 2005) is not accessed at any time at kindergarten.  
*This is important to ensure that children are not exposed to inappropriate content and to protect the safety and wellbeing of all individuals at the kindergarten.*
9. Employees will not engage in inappropriate ICT-related activities while on kindergarten premises. Inappropriate activities include, but are not limited to, the activities described below 'Inappropriate use of ICT'.  
*This is important to ensure that technology is being used in a way that is appropriate and responsible, reducing the risk of harm to others.*
10. Children will only be photographed or recorded in a way that protects their dignity and safety and upholds their mana. This includes not recording or depicting children when they are upset or angry, or when they are unclothed.  
*This is important to ensure that children's privacy and dignity are respected, and that their images are not used inappropriately.*
11. All Whānau Manaaki computers that have access to the internet shall be password protected. Only Whānau Manaaki employees and authorised personnel shall have access to the password.  
*This is important to ensure that Whānau Manaaki's technology is protected from unauthorised access and that sensitive information is not compromised.*
12. Permission for children to use ICT and access information from the internet will be sought from parents at enrolment.  
*This is important to ensure that parents are aware of the technology policies and give their consent for their children to use technology at the kindergarten.*
13. Whānau Manaaki will provide ongoing information and professional development to Staff to ensure that they feel confident in the appropriate and safe use of ICT with children.  
*This is important to ensure that Staff are equipped with the necessary skills and knowledge to use technology in a way that is safe and appropriate for children.*

## Monitoring

14. Whānau Manaaki reserves the right to monitor, access, and review all use of Whānau Manaaki-owned digital technology. This includes personal emails sent and received using Whānau Manaaki digital equipment and/or network facilities, either during or outside kindergarten/office hours. Approval will be sought from employees where appropriate in accordance with the Privacy Policy.  
*This is important to ensure that Whānau Manaaki can safeguard its technology and prevent misuse, while also respecting the privacy of its employees and users.*
15. The Digital Operations Manager, under the direction of the Senior Leadership Team, may conduct periodic audits of Whānau Manaaki's computer network, internet access facilities, and digital technologies.  
*This is important to ensure that Whānau Manaaki's technology is being used appropriately and to identify areas for improvement.*
16. Employees may bring and use their personal devices in the kindergarten setting, but such use must be reviewed and approved by the Whānau Manaaki Digital team. Activities

undertaken on these devices must be appropriate for the learning environment, including stored images, ringtones, multimedia, or any other material brought to or used in the kindergarten on any device.

*This is important to ensure that personal devices used in the kindergarten do not compromise the security of Whānau Manaaki's network, and that all technology used in the kindergarten is appropriate for the learning environment, and meets the standards set by Whānau Manaaki.*

17. Any breach of this policy that is deemed harmful to the safety of any member of the Whānau Manaaki community, including child, family, staff, or member of the community, may constitute serious misconduct and will be responded to accordingly.

*This is important to ensure that all members of the Whānau Manaaki community are safe and that policy violations are taken seriously and addressed appropriately.*

### **Inappropriate use of ICT**

18. Inappropriate use of ICT includes but is not limited to the following:

- Visiting sites or receiving communications that contain material that is harmful, objectionable, or inappropriate for children's learning and development as defined in the Films, Videos and Publications Classifications Act, 1993 and Amended Act 2005. This includes accessing any website that may compromise the security of the Whānau Manaaki network.
- Saving or distributing material by copying, storing or printing without authorisation. This includes downloading, uploading, or sharing copyrighted materials, confidential information, or personal data.
- Inappropriate or overuse of social networking or other websites. Careful judgement must be exercised before accessing any website on kindergarten ICT equipment. Staff should use their professional judgement to determine whether a website is appropriate for children's learning and development and seek approval where appropriate.
- Gambling. This includes using Whānau Manaaki owned digital technology to gamble or conduct any illegal activities.
- Soliciting for personal gain or profit. Staff should not use kindergarten ICT equipment for personal business or soliciting purposes.
- Making and posting indecent comments, remarks, or proposals. This includes using Whānau Manaaki owned digital technology to make or share any inappropriate or offensive material.
- Uploading or downloading commercial software in violation of copyright. This includes using Whānau Manaaki owned digital technology to download or distribute any software without proper licensing or authorisation.
- Downloading any software or electronic files without reasonable virus protection measures in place or disabling any electronic protections (such as anti-virus or firewall) on their devices. Staff should use Whānau Manaaki approved antivirus software and firewalls to protect the Whānau Manaaki network from potential threats and should not disable any electronic protections that have been put in place.
- Passing off personal views as those representing Whānau Manaaki. Staff should not use Whānau Manaaki owned digital technology to express personal views or opinions that do not align with Whānau Manaaki's policies, procedures, or values.



- Any activity that violates New Zealand law. Staff should comply with all applicable laws and regulations related to ICT use in kindergarten settings.

### **Relevant Legislation and Regulations | [Whaitake Ture me Waituere](#)**

The Privacy Act 1993 & Films, Videos and Publications Classification Act 1993/Amended 2005  
Netsafe  
Licensing Criteria for Early Childhood Education and Care Centres 2008

### **Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)**

Complaints and Concerns Policy  
Privacy Policy  
Property and Acquisitions Policy

### **Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)**

This policy is to be reviewed in six months. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





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### Procedures:

1. Teams will develop written procedures outlining how they will ensure their own and children's use of ICT is safe and educationally and socially appropriate. Procedures must include a statement regarding how children who are accessing ICT will be supervised.
2. Teams will develop written procedures for ICT equipment. ICT equipment will be accessed equitably by all staff who need to use that equipment. These procedures will include agreement on what constitutes reasonable personal use of ICT equipment and resources e.g. timing and length of access to social networking sites or online sales sites, personal use of emails and the storage of personal information and artefacts such as photos.
3. Teachers will ensure induction information contains information about Whānau Manaaki and kindergarten commitment to cyber safety and provides an outline of how this will be achieved.
4. If at any time children access or are exposed to inappropriate or objectionable material the incident is to be recorded and reported to Whānau Manaaki Senior Teachers.
5. In the event of staff accidentally accessing low level inappropriate material (e.g. SPAM emails) the staff member should delete the material.
6. In the event of staff accidentally accessing objectionable material (as described in the Films, Videos and Publications Classifications Act, 1993) the material should be deleted, and the incident recorded and reported to either a Senior Teacher or Senior Manager.





**Prior to completing this form, we advise you to read through the ICT and Cyber Safety Policy.**

## Appendix 1:

### Guidelines for Operation of a Facebook

1. All Kindergartens are expected to have a Facebook page to aid in communication with whānau and the community to promote the kindergarten.
2. The front page will include standard content e.g. The kindergarten profile, kindergarten photo and kindergarten tohu/logo (if applicable).
3. The child enrolment agreement may give permission for children's photos and work to be used for publicity purposes. It is recommended that written permission is also obtained from parents before using photos of children on the kindergarten's Facebook page.
4. Teams should alert families as part of their Induction about possible use of videos and pictures on their kindergarten's Facebook page.
5. To protect children's identity, pictures added to Facebook will not be tagged. Any tagging that is added by 'friends' of the page will be removed.
6. It is recommended that teams post between 1-3 times per week, to maintain activity and engagement with the page.
7. Teams need to ensure they are checking and responding to messages in a timely manner as parents may choose to use this form of communication.
8. Teams must be aware that this is a public platform. Discussions on the page or through private messages should not be considered private as such information is easily accessed. No confidential information is to be shared through the platform. No discussions of a private nature between staff members should take place. If a parent engages in private discussions teachers must judge whether the discussion needs to be had through a confidential medium.
9. PLD will be offered to ensure everyone is confident in the use of Facebook for kindergartens.

### *Administration of Facebook*

10. Any member of the individual kindergarten team may be the Administrator of the Facebook page, as well as one of the Administration Staff employed at Whānau Manaaki Head Office.
11. The Administrator is responsible for posting messages from the kindergarten onto its page and keeping the kindergarten-related information on the page up to date and for monitoring comments that are posted by 'friends' of the Facebook page.





### Appendix 2:

*From the Films, Videos and Publications Classification Act 1993/Amendment 2005*

#### Objectionable means:

*For the purpose of the Act, a publication is objectionable if it describes, depicts, expresses or otherwise deals with matters such as sex, horror, crime, cruelty, or violence in such a manner that the availability of the publication is likely to be injurious to the public good.*

#### Publication means:

1. Any book, film, sound recording, picture, newspaper, photograph, photographic negative, photographic plate, or photographic slide.
2. Any print of writing.
3. A paper or other item that has printed or impressed upon it, or otherwise shown upon it, 1 or more (or a combination of 1 or more) images, representations, signs, statements, or words.
4. An item (including but not limited to, a disc, or an electronic or computer file) on which is recorded or stored information that, by the use of a computer or other electronic device, is capable of being reproduced or shown as 1 or more (or a combination of 1 or more) images, representations, signs, statements, or words.

### Appendix 3:

#### Guidelines for operations of Tik Tok accounts:

Kindergartens may create a Tik Tok account to engage with children's interests and learning, however teachers must work to ensure privacy and security are upheld. Please follow the instructions below to do so:

1. Set the account to private. To do this, open your settings and to go 'privacy and safety' and turn on 'private account'. This means only users you approve can follow and view the account.
2. Your profile picture, cover photo and description are public so do be aware of this.
3. Remove the ability to download your videos: open your settings, go to 'privacy and safety' and turn off 'allow your videos to be downloaded'.
4. The kindergarten may or may not choose to activate direct messages, as the account will be set to private you will only be able to receive direct messages from people you have approved to follow the account e.g. parents & whanau.







5. Ensure you have parents' permission before posting TikTok videos – much like Facebook.
6. Enable Restricted mode. This will limit the appearance of content that may not be suitable for all audiences. To do this go to your settings, select 'digital well-being', and change the settings to 'restricted mode on'.
7. Should you ever need to block a user or an account you can do so by going to the profile you want to block, tap on the three dots in the top right corner and there should be a block option listed here.

#### Appendix 4:

##### Guidelines for operation of YouTube accounts:

1. Kindergartens using YouTube should activate the Restricted Mode, this means no potentially inappropriate content will be directed or shown through your account.
2. Moderate comment function.
3. Privacy settings on the video.
4. Fair use.

