

Cybersafety Policy

Written August 2016. To be reviewed August 2017 and then every three years.

Read in conjunction with Privacy Policy (Programme Policy), Communications Policy (Staff Policy) and Social Media Policy (Staff Policy)

Rationale

It is important to provide a safe digital environment for PORSE families, Educators, staff and learners given the growing role that the internet and Information and Communication Technologies (ICT) play in the administration and delivery of the PORSE Programme.

Objectives

1. To have clear guidelines and parameters in place around safe and responsible use of the internet and ICT for staff, educators, learners and families.
2. To assist PORSE in delivering a curriculum that promotes the health of children, nurtures children's wellbeing and keeps children safe from harm as outlined in the *Education (Early Childhood Services Regulations) 2008*.
3. To support the safe use of an online journaling platform for each PORSE child to document their learning journey.
4. To promote a positive culture of 'digital citizenship', supporting the PORSE community to be safe and confident technology users who act with integrity and collaborate to share cyber information in a responsible way.

Guidelines

Definition

'Cyber safety' refers to the safe and responsible operation/use, at any time, and by any person, of the PORSE internet facilities, network, online journal platform, online learning platform and associated ICT equipment/devices.

For a full glossary of terms and further definitions, see glossary of terms.

General Guidelines

1. In all use of ICT technology and devices, it is important to relate to others positively, to avoid engaging in harassing or harmful communication, to respect other peoples' freedom of speech and uphold their right to privacy.
2. Young children cannot make their own decisions about what gets published online, so the PORSE community has a collective responsibility to make sure that whatever is shared online for each child is in their best interests.
3. PORSE supports an online journaling platform for the communication of each child's learning journey. This involves the educator communicating with both their Programme Tutor and their families online to share stories, images, videos and PDF documents relevant to each child's unique education and care programme.
4. PORSE staff, educators and learners will not initiate access to, or have involvement with, inappropriate, dangerous, illegal or objectionable material or activities while using the PORSE network, Internet access facilities or ICT equipment/devices. This includes saving or distributing such material by copying, storing or printing.
5. If, while connected to a PORSE network or at a PORSE location, a member of the PORSE community accidentally accesses inappropriate or objectionable material, it should be deleted immediately. In the event that it cannot be deleted immediately, they should advise the IT Helpdesk (if a staff member) or their Programme Tutor (if an educator, family or learner).
6. Breaches of this policy can undermine the values of PORSE and the safety of the learning, care or work environment. As such, any breach which is deemed harmful to PORSE staff, families, learners or the PORSE brand and reputation may constitute serious misconduct. This will follow the internal disciplinary process for staff and educators may have their registration terminated. Any breach concerning involvement with material which is deemed 'age-restricted' or 'objectionable' under the Films, Videos and Publications Classification Act 1993 is a very serious matter. In such situations, it may be necessary to involve law enforcement agencies in addition to any response made by PORSE.

Using the Internet and ICT Safely

Staff Guidance and Responsibilities

7. PORSE provides access to the internet and ICT equipment/devices for staff because of the benefits that they bring to the administration and delivery of the PORSE programme and associated courses.



8. Access to PORSE computers, network and internet requires a password-protected personal user account. To help maintain security, a strong password is necessary. It is recommended that a password:
 - Uses a combination of upper and lower case letters, numbers and other characters
 - Is a minimum of eight characters in length
 - Is changed regularly.

Computers and devices should be 'locked' or logged out of when not in use.

9. PORSE may utilise filtering and/or monitoring software where appropriate, to restrict access to certain websites and data, including email. As such, PORSE can at any time monitor, access, review and audit all use of PORSE-owned ICT equipment/devices. This includes personal emails sent and received using PORSE computers and/or network facilities, either during or outside office or care hours.
10. PORSE staff members will not access, inadvertently view or disclose any information about other staff, Educators, families or learners, stored on the PORSE ICT network.
11. Authorisation from the IT Help Desk must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any PORSE ICT equipment/devices.
12. Staff members will work progressively with educators, learners and families to encourage and develop an understanding of the importance of cybersafety. This includes seeking their consent to be engaged in an internet and ICT environment, setting up/ supporting access to online journaling platforms and providing them with strategies to keep themselves safe in cyberspace.

Educator and Guidance and Responsibilities

13. Educators will agree to engage with ICT as a part of their Educator Registration process. This will include online communication authorisations and a commitment to use an online journaling platform to share stories about each child's learning journey.
14. The use of electronic devices such as tablets, smartphones and computers by children in care should be minimal. However, where children do engage with digital technology with Internet capability during care or other PORSE-related activity, they will be actively supervised by their educator.
15. To support the delivery of the PORSE programme for each child in care, educators will be encouraged to set-up an online journal. Each educator's Programme Tutor will support this process, providing the appropriate information and guidance to allow educators to document the learning journey of the children in their care.
16. Educators will be responsible for communicating with each of their families regarding the online journaling platform. This will include sharing set-up information and guidance for families and supporting ongoing engagement and communication.

Learner Guidance and Responsibilities

17. If enrolling in an online programme or course, learners will register with a Learner Management System (LMS) called 'Schoolgy' to access programme and course content, assessments and group discussions.
18. When enrolling in an online programme or course, learners will be responsible for providing their own ICT device/equipment to access programme or course materials.

Family Guidance and Responsibilities

19. Families will authorise/provide consent for their child/ren to be involved in the use of ICT as a part of the learning environment and be photographed for use in their Educator's personal social media sites and websites in the Family Information: All About Me Booklet.
20. From time to time, families may be asked to provide additional authorisation or consent for their child/ren to be photographed for use in any wider PORSE-related media site or website.
21. In order for a child to have an online journaling profile, the family is required to accept an invitation showing consent as part of the online journaling sign-up process. This is outlined for families in an introductory letter, explaining why PORSE supports online journaling, aspects of cybersafety and how their child's information will be used.
22. The online journaling platform is a password-protected private space for educators to share stories, photos and videos with their families and Programme Tutors. Extended access to a child's online journal can only be granted by the family and no information is shared with any third party.
23. Families have the option to share their child's PORSE online journal profile with extended family and friends. They should not invite anyone they do not know and trust implicitly.
24. From time to time, more than one child enrolled in the PORSE programme may feature in the same photos, videos and stories. Photos featuring other children than a parent/caregivers own child/ren must never be duplicated or uploaded to the internet/social networking sites or shared with anyone other than family members without those children's parents' permission.

Additional Information/Related Documentation

NetSafe website: www.netsafe.org.nz/ua

Netbasics website: www.netbasics.org.nz

PORSE online journaling platform: www.storypark.co.nz

PORSE learner management system: <https://www.schoolology.com>

PORSE Privacy Policy

PORSE Communications Policy (Staff)

PORSE Social Media Policy (Staff)

Films, Videos and Publications Classification Act 1993

Related Forms and Information

Glossary of Terms

Digital Citizen

A digital citizen:

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity and ethical behaviour in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

Digital literacy or the ability to understand and fully participate in the digital world is fundamental to digital citizenship. It is the combination of technical and social skills that enable a person to be successful and safe in the information age. Like literacy and numeracy initiatives which provide people with the skills to participate in the work force, digital literacy has become an essential skill to be a confident, connected, and actively involved lifelong learner.

ICT Equipment/Devices

'ICT equipment/devices' includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.

Objectionable

'Objectionable' in this context means the definition used in the Films, Videos and Publications Classification Act 1993.

- All objectionable material is illegal, and can include such material as images of child sexual abuse, extreme violence, and extreme cruelty.
- Some material such as pornography (of a type similar to that which can be legally purchased from video or magazine outlets), may be classified as 'restricted'. Although the material itself may not be illegal, it is illegal to supply restricted material to people under a certain age.

Cybernetworking

'Cybernetworking' refers to the collaborative approach to the sharing of cyber information in a safe and responsible manner.

Online Journaling Platform

'Online journaling platform' in this policy refers to Storypark, an online community for PORSE Educators, Programme Tutors and families to share photos videos, audio and text to chart each child's learning and development journey. This is offered instead of the Child Programme Journal resource and enables 'real time' sharing of activity and learning, providing links to curriculum, philosophy and learning frameworks.

PORSE Community

For the purpose of this policy, 'PORSE community' refers to staff, educators, families and learners who are engaged with the PORSE service.

