

The Kinder Garden



Use of Computers and Email Policy

Aim

To ensure that at all times the computer resources are used in an ethical, professional and lawful manner.

Legislative Requirements

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

National Quality Standards 2011

NSW Department of Education

Laws relating to protection of privacy and confidentiality; duty of confidentiality arising from a contract with parent; to whom and when information must be disclosed;

Privacy Act 1988 (Cth.);

Workplace Relations Act 1996 (Cth.).

Who is affected by this policy?

Educators

Staff

Families

Children

Management

Implementation

Within this policy the term computer relates to all electronic devices owned or on the premises of The Kinder Garden, including but not limited to iPads (and other tablets), iPods, Laptops, Desk Top Computers.

Voice mail, email, and internet usage assigned to an employee's computer is solely for the purpose of conducting The Kinder Garden business. Some job responsibilities at The Kinder Garden require access to the internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorised, for The Kinder Garden purposes, may use the internet or access additional software.

An email written on The Kinder Garden's computer, using The Kinder Garden's software and sent from The Kinder Garden is the property of The Kinder Garden. An email is permanent and can be retrieved if the writer deletes it. Management has the right to look at all emails coming in and being sent.

Educators and other staff using The Kinder Garden's computer will:

- Ensure that any emails sent are not harmful, discriminatory, offensive, defamatory or potentially harassing. Disciplinary action will be taken if anyone is to circulate offensive material including but not limited to; lewd or suggestive jokes and pornographic images, video and sound.
- Ensure that any emails received containing prohibited material, as stated in this policy, must not forward the email onto any party either internally or externally and must delete the email immediately.
- Ensure that any emails where there is an attached message warning of a virus or if the educator or other staff member knows or suspects contains a virus, the email must not be opened and deleted immediately. Management must be notified.

Educators and other staff will not:

- Install or remove any software without prior consent of management.
- Knowingly or carelessly infect The Kinder Garden's computer.
- Tamper with any programs on The Kinder Garden's computer.
- Use the computer for personal gain or illegal activities.
- Breach copyright laws.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Regulations 2011

Education and Care Services National Law Act 2010

Guide to National Quality Standards 2011

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: December 2016

Date for next review: December 2017