



7.02 Cyber Safety Policy

POLICY STATEMENT

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.

AIM

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

STANDARDS AND PROCEDURES

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.

Educational Software Program

Our service uses Seesaw which is a password protected private program for children, educators and families to share observations, photos, videos, daily reports and online 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. They must approve the comment before other families can see it. Likewise, families are alerted via email when a relevant educator has 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.

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.

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

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children’s Education & Care Quality Authority](#)
- [Early Childhood Australia - Code of Ethics](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Office of the eSafety Commissioner](#)
- [Office of the Australian Information Commissioner - Privacy Law Act 1988](#)

RELATED POLICIES

- 1.03 Technology Usage Policy
- 6.02 Family Communication Policy
- 7.06 Privacy and Confidentiality Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
May 2018	Yes	No	Updated to comply with changes to the Australian Privacy Act	October 2019