

## 4.1 Cybersafety Policy

### Rationale

The purpose of this policy is to ensure safe and responsible use of Information and Communications Technology (ICT) at OMP. It is important that we protect ourselves and OMP's ICT system from viruses, spam and other inappropriate content. The use of digital technologies and the Internet provides an almost unlimited educational resource and a facility to communicate, display and revisit the results of our work. It is imperative that everybody understands their responsibilities with respect to acceptable use of ICT.

[Link to TeWhāriki](#) – The health and wellbeing of the child are protected and nurtured.

[Link to OMP Values](#) – Being Professional and ethical

### Procedures

1. We will ensure the security of business data by:

- putting passwords on confidential information and ensuring that those who have access understand their responsibilities in using this data;
- maintaining backup data files off site;
- maintaining firewalls and other antivirus controls.

2. We will ensure the security and safety of children by:

- ensuring parents and kaiako know what materials (e.g. computer sites, pictures, magazines, DVDs) are appropriate for this age and that no unsuitable material is available at the centre;
- maintaining blocks on unsuitable websites on computers and other devices that give children and kaiako access to the internet.

3. All kaiako are taught about acceptable of ICT equipment and services, including:

- when mobile phones should not be used;
- when it is appropriate to take photos and videos, and what permissions are needed (see 4.5 Privacy Policy)
- what sort of internet and other electronic device use is appropriate for young children.

4. Privately owned ICT equipment may be used at OMP but only if it complies with the requirements of this policy.

Introduction date: February 2021	Review date: February 2022
Comments:	See reference below
Consultation undertaken:	Kaiako Meeting approval, uploaded to website for parent approval and comment.

References: Te Whāriki (2017) Ministry of Education. Licensing Criteria 2008, Health and Safety, Child Protection: ● HS32: all practicable steps are taken to protect children from exposure to inappropriate material.