



Information & Communication Technologies (ICT) Policy.

Policy Statement:

Queanbeyan & District Preschool Association (QDPA) understands the importance of working & learning with Information & Communication Technologies (ICT). We are also aware of our responsibilities, under the National Quality Framework & Education and Care Services National Law Act (2010), for providing safe & appropriate ICT learning opportunities for all children at our services.

Therefore, Management, educators & staff at QDPA will work ethically & safely to provide services & educational programs, which include opportunities for children to explore their world using computer technologies and to develop confidence in using digital media. Educators may also use ICT resources to capture children's learning.

As a result, QDPA is committed to;

- *Providing appropriate ICT resources for children, management, educators, staff & others*
- *Providing a safe workspace for children, management, educators, staff and others using the services & ICT resources.*
- *Ensuring professional, ethical and responsible use of ICT at services.*
- *Safeguarding the privacy and confidentiality of information received, transmitted or stored electronically at services.*
- *Ensuring that the use of ICT facilities comply with all Association policies and relevant government legislation.*
- *Providing management, educators, staff (and where applicable – families) with relevant information, resources and communication tools to support the effective operation of the service & educational programs.*

Purpose:

This policy will provide guidelines to ensure all children, staff & users of ICT resources at QDPA;

- 1. Understand & follow procedures to ensure the safe and appropriate use of ICT resources across the Association, including maintaining secure storage information.**
- 2. Take responsibility to protect and maintain privacy in accordance with the services Privacy and Confidentiality Policy.**
- 3. Obtain parental consent for all children and are aware that only those children with parental consent and persons authorised by the Approved Provider are permitted to access ICT resources at the service.**
- 4. Understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities.**



The Approved Provider/Managing Director will;

- Ensure that the provision & use of ICT resources throughout the Association, complies with all relevant state and federal legislation (refer to Legislation and standards) and all service policies (Including *Privacy and Confidentiality Policy & Code of Conduct Policy*).
- Provide suitable ICT resources to enable educators and staff to effectively manage and operate service responsibilities & children's educational programs.
- Authorise the access of educators, staff, volunteers and students to the services ICT resources, as appropriate.
- Provide clear policy & procedures that outline the parameters for use of the services ICT resources.
- Ensure management, educators, staff, families & others are aware of & understand the requirements of the services ICT policy.
- Ensure compliance with the services ICT Policy by all users of the services ICT resources.
- Embed a culture of awareness and understanding of security issues across the Association, through monitoring, mentoring & training management, educators, staff & others.
- Ensure effective & secure ICT facilities (e.g. handling fee & invoice payments and using online banking systems).
- Ensuring that Association computer software & hardware are purchased from reputable suppliers.
- Identify the need for additional password-protected email accounts for management, educators, staff & others at the service, and provide these as appropriate.
- Identify the training needs of educators & staff in relation to ICT & provide recommendations for training into Employee Performance Reviews (EPR).
- Ensure that procedures are in place for secure storage of all information at the service, including regular back up of critical data files.
- Ensure that requirements of the *Privacy and Confidentiality Policy*, in relation to accessing information on the services computers (including emails), are adhered to.
- Ensure a reputable anti-virus and firewall software are installed on computers and ICT connected devices and that software is kept up to date.
- Ensure written permission is provided by parents/guardians for authorised access to the Associations computer resources by persons under 18 years of age - (*ICT Parent Consent Form - attachment 1*).

Nominated Supervisor/Director, Educators, staff and other authorised users of the services ICT resources will;

- Comply with all relevant legislation, Association policies, protocols and procedures regarding ICT resources.
- Complete the 'Authorised ICT User Agreement' - (*attachment 2*)
- Keep all allocated passwords secure, including not sharing individual or room passwords & logging off after using an QDPA ICT resource
- Maintaining the security of ICT resources which belong to QDPA.
- Ensure that QDPA ICT resources are treated with appropriate with care and respect.
- Notify the Managing Director of any damage, faults or loss of ICT resources immediately.
- Access accounts, data and files on QDPA ICT resources only when authorisation has been provided.
- Co-operate with other users of the Associations ICT computers/resources, to ensure fair and equitable access to resources.



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- Consult with the Approved Provider/Managing Director *before* purchasing and installing any computer software or hardware, including Apps for iPads, this will ensure no illegal material, downloads or virus are transmitted at any time via any ICT medium.
- Ensure all confidential information is transmitted with password protection.
- Use the services email, messaging and social media facilities for service-related and lawful activities only.
- Restrict the use of personal mobile phones to rostered breaks.
- Respond only to emergency phone calls when responsible for supervising children to ensure adequate supervision of children at all times (see Supervision of Children Policy).
- Ensure children are being supervised by a responsible adult at all times when using ICT resources & that children follow '*Classroom ICT Policy*' - (Attachment 3) & '*Rules for the iPad*' - (attachment 4) when using ICT resources.
- Ensure electronic files containing information about children and families are kept secure at all times (see Privacy and Confidentiality Policy).

Parents/Guardians will;

- Read & understand this Information and Communication (ICT) Policy.
- Sign the '*ICT Parent Consent form*' – (attachment 1) for their child – if consent is granted.
- Read the '*Classroom ICT Policy*' & discuss safety & '*Rules for the iPad*' – (attachment 4) with their child.

Children will;

- Follow the '*Rules for the iPad*' (attachment 4).



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ICT Parent Consent Form

(Attachment 1)

This consent form must be signed and returned to preschool administration prior to your child being granted access to any ICT resources. Parents/guardians are encouraged to review and discuss the contents of the *QDPA Information & Communication Technologies (ICT) Policy* and answer any questions your child may have about using ICT resources at preschool.

By signing this Consent Form, parents/guardians are agreeing to the terms of access, as set out in the *Queanbeyan & District Preschool Association - ICT Policy*, and acknowledge that you will promote responsibility with your child and support consistency by following the *'Rules of the iPad'* at home wherever possible.

Any queries in relation to this material should be addressed to the Director of your preschool service or the Managing Director of *Queanbeyan & District Preschool Association*, Mandy Jackson on (02) 6297 1689.

Child's Name: _____

Date of Birth: _____

Class/Group: _____

Parent/Guardian Consent.

As the parent or legal guardian of the child named above, I grant permission for my child (named above) to have access to the various Information and Communication Technology resources provided through Queanbeyan & District Preschool Association, (excluding email & internet access).

I understand that access is granted subject to children following the conditions outlined under the 'Classroom ICT Policy' (attachment 3) & 'Rules for the iPad' (attachment 4) and that I have discussed appropriate 'rules' with my child.

I acknowledge that I am entering into a partnership with the Queanbeyan & District Preschool Association to promote ethical, legal and responsible use of ICT resources.

Parent/Guardian Name: _____ Date: _____

Signature: _____



Queanbeyan & District Preschool Association Authorised ICT User Agreement (Attachment 2)

Conditions of Access

All authorised users of Information & Communication Technologies (ICT) at *Queanbeyan & District Preschool Association (QDPA)*, must comply with the conditions of use of ICT services & facilities, as set out in the *Queanbeyan & District Preschool Association- ICT Policy*, including;

- Appropriate use,
- use only for QDPA related activities and limited personal use,
- respect the rights and privacy of other users; and
- compliance with all relevant State and Commonwealth laws & QDPA policies.

Signature of User

By signing below I acknowledge that I have read and understood the *Queanbeyan & District Preschool Association (QDPA) - Information & Communication Technologies (ICT) Policy*. I understand and acknowledge that should I not fulfil all my obligations under the above mentioned policy I may be found to be in violation of this agreement and could be subject to immediate disciplinary action, up to and including termination of employment and/or further legal action in accordance with all relevant state and federal laws.

Name: _____ Position: _____

Signature: _____ Date: _____



Classroom ICT Policy – Attachment 3.

Policy Statement:

The aim of this policy is to promote the use of ICT resources within the preschool environment and develop children's learning & confidence by enabling them to;

- *Build on their home experiences.*
- *Develop the practical skills needed to access ICT resources.*
- *Enjoy ICT resources and experiences & use them with confidence - in line with the Early Years Learning Framework (EYLF).*
- *Understand that ICT resources need to be handled with care and respect.*

We will achieve our aims by:

- **Ensuring only children with signed parental consent have access to ICT equipment.**
- **Providing software applications that are linked to current areas of learning (see EYLF).**
- **Providing software that is appropriate to preschool aged children.**
- **Ensuring children are monitored while using ICT resources and have equal opportunities to access ICT resources of their choice (with a maximum use time of 15 minutes per child in any one preschool session).**
- **Ensuring educators & staff have opportunities to attend training & use ICT resources confidently and effectively, thereby improve the quality of teaching.**
- **Encouraging educators & staff to use appropriate ICT language.**

Using ICT Equipment:

- All children using ICT equipment must have a signed *Parental Consent Form* (attachment 1) & understand the '*Rules of the iPad*' – (attachment 4).
- Children will be supervised at all time while using ICT equipment.
- Children will not have access to the internet or email facilities at any time & PIN-protected 'restrictions' will be placed on all iPads to prevent child access.
- Where possible, settings for all 'restricted' standard Apps (i.e. App Store/iTunes Store) on children's iPads will be set to 'OFF' & children will only have access to approved educational applications.
- All children with signed parental consents will have access to ICT equipment for no more than 15 minutes per day on any preschool session.
- We will provide rules for sharing so that children can collaborate (i.e. Teach children how to turn-take using a timer for each child's turn/ discussions, class displays about iPad rules & stories about sharing/turn-taking).
- Children will be required to stay at tables or on soft mat/floor space areas while using iPads & ICT equipment & Educators/staff will model safe use of all ICT equipment & monitor children's use at all times.



The role of Educators & staff:

Educators & staff need to feel comfortable, confident and positive about technology, as well as be familiar with assembling and using all items of technological equipment. They should take advantage of all in-house training opportunities, as well as ICT training courses to extend their knowledge and understanding of equipment, software, team goals and teaching opportunities, in order to support children in the following ways;

- To take all available opportunities to ensure good practice in promoting individual children’s learning using the *Early Years Learning Framework (EYLF)*.
- To show a positive and enthusiastic attitude about technology.
- To integrate ICT throughout the learning program using the *Early Years Learning Framework (EYLF)*, service philosophy, priorities & children’s needs and interests.
- To ensure equality for children accessing ICT resources.
- To encourage children to work individually whilst supervised and co-operatively with other children and educators.
- To encourage and extend children’s problem solving skills.
- To maintain equipment and understand health and safety issues when using ICT equipment.
- To raise children’s awareness of relevant health and safety issues.
- To maintain the safety & security of all ICT information and the protection of children’s privacy at all times.

Safeguarding:

Any educator or staff member has a right to challenge any other educator or staff member regarding their ICT use and is obligated to report any concern immediately to the Managing Director. Any educator or staff behaviour outside of policy will be regarded as an Employee Performance Review issue & will be subject to disciplinary action.

Statutory Legislation & Considerations:

- Education and Care Services National Regulations (2011)
- Children (Education and Care Services) National Law (NSW) No 104a
- National Quality Standards
- Early Years Learning Framework
- Privacy Act (2010)
- Occupational Health & Safety Act (2004)

Quality Area 2: Quality Area 7:	<ul style="list-style-type: none"> ➤ Children’s Health & Safety ➤ Leadership & Service Management ➤ Physical Activity & Small Screen Recreation Policy 	Date Approved:	March 2016
Scope of Policy:	<ul style="list-style-type: none"> ◦ Harris Park PS ◦ Karabar PS ◦ Waratah PS 	Next review:	March 2018
Drafted by:	Mandy Jackson	Authorised by:	QDPA Management Committee

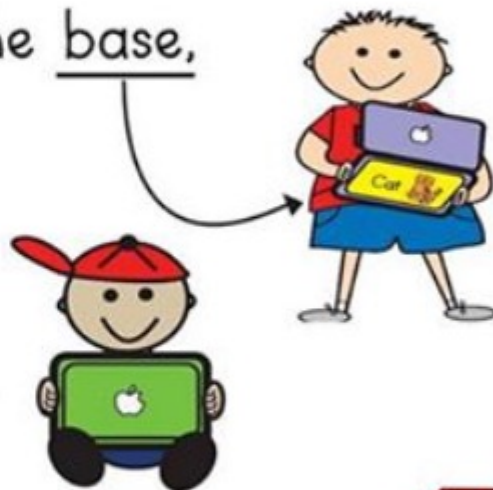


Rules for the iPad

1. Carry the iPad with two hands to your seat.



2. Hold the iPad by the base, not the cover.



3. Always sit down while using the iPad.

4. No banging, slamming, or hitting the iPad.



5. Share nicely and stop when your turn is over.

