Cyber Safety Policy

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
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

Aim

To create and maintain a cyber safe culture which works in accordance with our Service philosophy and legislative requirements to ensure the cyber safety of children, educators, and families of the Service.

Terminology	
ICT	Information and Communication Technologies
Cyber safety	Safe and Responsible use of the internet and equipment/device, including mobile phones.
Netiquette	The correct or acceptable way of using the internet

Implementation

Cyber safety is the safe and responsible use of information and communication technology. It is about keeping information safe and secure, but also about being responsible with that information, being respectful of other people online, and using good 'netiquette' (internet etiquette).
Understanding Cyber safety is even more important when working with, or caring for, young children as they cannot make their own decisions about what gets published online.

Cyber Safety encompasses technologies such as the Internet, and electronic communication devices 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.

Confidentiality and privacy:

- The principles of confidentiality and privacy extend to accessing or inadvertently viewing information about personnel, or children and their families, which is stored on the Service's computers.
- Privacy laws are such that educators or other employees should seek advice from Centre 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.
- All material submitted for publication on the Service Internet/Intranet site should be appropriate to the Service's learning environment.
- Material can be posted only by those given the authority to do so by the Service management.
- The Service management should be consulted regarding links to appropriate websites being placed on the Service's Internet/Intranet (or browser homepages) to provide quick access to particular sites.

Management will ensure:
- The service works with ICT specialist to ensure the latest security systems are in place to ensure best practice.

Directors and Educators will:
- Ensure to adhering to Centre policies and procedures for staying safe online.
- 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.
- Manage the Centre's Facebook page.
- Ensure no child's face is recognisable on the Facebook page unless authority has been given by the caregiver/parent in writing.
- Ensure that they use their own Storypark account when posting stories on Storypark.
- Log out of Storypark after every usage.

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. 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.

Source

Australian Children's Education & Care Quality Authority. (2014). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015, ECA Code of Ethics https://esafety.gov.au Guide to the National Quality Standard. Revised National Quality Standards

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	21/5/18	Policy developed	Trish Cook	July 2021
1.1	27/7/2021	Removed the educational program.	Lori Hay and Dian Faranda-Pluke	August 2023
1.2	31/7/23	Storypark account information added.	Poornima Radhakrishnan	31/12/24