WOODRIDGE

Pre-School

ELTHAM

3 Novello Court
Eltham VIC 3095
03 9439 2183

woodridgepreschool.org.au

woodridge.kin@
kindergarten.vic.gov.au

ABN: 28 120 862 167

Information and Technology Use Policy

1.   Policy statement
Values
We are committed to:
- Providing clear guidelines on the appropriate use of information technology facilities at the centre.

- Limiting the use of the centre's information technology facilities at the centre for business activities only.

- Preventing inappropriate use.

- Providing a safe work place for employees, the employer and others using the centre's information technology facilities.

- Maximising the protection needed to safeguard the privacy and confidentiality of matters received, transmitted or stored electronically.

- Ensuring the use of the centre's information technology facilities complies with the centre's policies and relevant legislation.

- The Organisation for Economic Cooperation and Development's (OECD) *Guidelines for the Security of Information Systems and Networks: Towards a Culture of Security* 25 July 2002, (refer to Appendix 1).

Purpose
The aim of this policy is to:
- Protect confidential and sensitive information

- Provide users of the centre's information technology facilities with a safe working environment

- Restrict use to authorised persons as determined by the committee

- Restrict use for centre related activities only

- Prevent inappropriate use

- Provide clear guidelines for users of the centre's information technology facilities which reflect the OECD's nine guiding principles (Appendix 1).

2. Scope
- This policy applies to employees, committee, students, volunteers and any other persons who have access to, or use the information technology facilities at the centre.

- This policy governs access to the Internet via the World Wide Web (www), electronic mail (email) or other electronic means available at the centre. It is intended to encourage responsible action and to reflect a respect for the ability of its adherents to exercise good judgement and to behave in a professional and ethical manner.

- This policy is intended to operate within, and be consistent with, the existing constitution and policies.

- Use of any of the centre's IT facilities constitutes acceptance of this policy.

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3. Background and legislation

The Internet is a wonderful resource for research, communication and for conducting business. The centre seeks to provide its employees, committee and parents/guardians with online information resources and communication tools, to support them in the education of children and operation of the centre.

Legislation

This may include, but is not limited to:

- *Children's Services Act 1996*

- Children's Services Regulations 1998

- *Disability Discrimination Act 1992 (Cth)*

- *Equal Opportunity Act 1995 (Vic)*

- *Health Records Act 2001 (Vic)*

- *Human Rights and Equal Opportunity Act 1986 (Cth)*

- *Information Privacy Act 2000 (Vic)*

- *Racial Discrimination Act 1984 (Cth)*

- *Sex Discrimination Act 1984 (Cth)*

- Censorship legislation: Commonwealth and state laws prohibit publication of hard core pornography (in particular where it involves children, bestiality, violence, cruelty and/or exploitation). A breach of these laws would constitute a criminal offence.

- *Spam Act (2003) (Cth):* Under this Act, users must not send unsolicited commercial electronic messages. Any commercial messages that are sent electronically (including email, instant messaging or telephone accounts) must include information about the individual or organisation that authorised the sending of the message and a functional unsubscribe facility.
- *The Occupational Health & Safety Act 2004*

- *Trade Marks Act (1955) (Cth):* Users must not copy a trademark or a logo belonging to another party. Trademark infringement will expose the user to liability for damages.

- *Trade Practices Act (1974) (Cth):* This Act contains provisions that prohibit passing off and misleading and deceptive conduct. If a user were to copy material from an external site onto the centre's site so that the persons accessing the website would believe that the centre had been authorised to carry the material, this would constitute passing off or deceptive or misleading conduct.

- *Copyright Act (1968) (Cth):* Text (including song lyrics), computer programs, illustrations (including maps and diagrams), photographs, music recordings, videos, films and television broadcasts are all protected by copyright. The duration of copyright protection is generally 50 years following the death of the author. A user must not copy, send or place materials on the web without permission from the copyright owner. Infringement of another person's copyright could result in personal liability for damages. If users wish to include material from another webpage, for example in the centre's web page, they should create a hypertext link pointing to the material rather than copy it. It is suggested practice to seek permission from other webpage owners prior to creating links to their pages.

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Examples of conduct that will infringe copyright if undertaken without permission of the copyright owner:

* Converting a CD to an audio format, such as MP3, and using it on a computer

* Downloading software from the Internet using centre Internet access

* Uploading software or commercial photographs, to a centre website and making these available to the public

* Sending copyright material to another person using the centre computer

* Storing copyright material on the centre computers.

4. Definitions

Chain mail: Email sent to a number of people asking the recipient to send copies of the email with the same request to a number of recipients

Defamatory: Injure or harm another's reputation without good reason or justification, slander or libel

DHS: Department of Human Services

Information technology facilities: This includes all computers, networks, Internet access, email, hardware, dial-up access, data storage, computer accounts and software

Spam: Unsolicited commercial electronic messaging

Vicariously: Delegated, acting or carried out on behalf of another. (The employee could be seen to be acting on behalf of the employer)

Vicnet: Victoria's community information portal

Viruses: A program or programming code that replicates by being copied to another program, computer or document. Viruses can be sent in attachments to an email or file, or be present on a disk or CD. Some viruses are benign or playful in intent and some can be quite harmful, erasing data or causing your hard disk to require reformatting.

5. Procedures

The Committee is responsible for:

* Authorising members of committee, staff and students access to the computer. A record of dates authorised and passwords to be kept in a secure file.

* Ensuring the email account provided by DHS through Vicnet is checked on a regular basis (several times per week) and forwarding relevant emails to appropriate members of committee and staff.

* Identifying the need for additional password protected email accounts for staff and committee members (refer to *Background Information*).

* Identifying training needs of existing staff and new staff and reporting recommendations to the staffing subcommittee for inclusion in professional development.

* Reviewing centre policies, practices, measures and procedures to assure that the centre meets the evolving challenges posed by threats to information systems and networks. Recommending actions to relevant policy subcommittees/committee.

* Adhering to the centres *Privacy Policy* in regard to all emails and information accessed on the centre's computer.

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- Removing outdated emails from the computer within 30 days – does this happen and providing printed copies of relevant emails and storing securely on file. For example, correspondence with DHS, KPV.

- Responding to emails within 48 hours. Is this do-able?

- Ensuring no unauthorised access to the centre's IT facilities.

Each authorised user is responsible for:
- Compliance with relevant legislation and centre policies.

- Users must not compromise or attempt to compromise the security of any IT facility belonging to the centre, nor exploit or attempt to exploit any security deficiency.

- Using the IT facilities in an ethical and lawful way, in accordance with Australian laws (refer to legislation listed in this document).

- Only accessing accounts, data or files on the centre's computers which they have authorisation to access.

- Co-operating with other users of the IT facilities to ensure fair and equitable access to the facilities.

- Programs on the centre's computers are approved by the Committee and loaded onto the computer by the Director.

- Users are not to attempt to access or transmit at any time, via email or any other medium, material (language and images), which a reasonable person could consider indecent, offensive, obscene, profane, sexually explicit or objectionable.

- Users must not harass, slander, intimidate, embarrass, defame, vilify, seek to offend or make threats against another person, group of people or organisation via electronic mail or other medium.

- Are not to make copies of, or transmit, commercial software illegally in breach of copyright.

- Are not to participate in spamming or sending mass unsolicited email.

- Are not to transmit confidential information inappropriately.

- Must not attempt to access or transmit at any time, via email or any other medium material that is illegal.

- Must remove outdated emails from the computer after 30 days.

- Must not undertake game playing on centre IT facilities.

- Be aware of the need for security of information systems and networks and what they can do to enhance security. This includes acting in a timely and cooperative manner to prevent, detect and respond to security incidents and report any concerns to the Committee.

- Using the centre's email and messaging facilities for centre related activities, provided such use is lawful. Messaging facilities may include chat sessions (for example with Committee members or other professionals), and electronic conferences (where applicable). The Committee reserves the right to withdraw this permission in the event

that such use places the IT facilities at risk or poses a security or other threat. Users must respect the privacy and personal rights of others.

- Not utilising the centre's IT facilities to access pornographic material or to create, store or distribute pornographic material. It will not be a defence to claim that the recipient was a consenting adult.

- Not using the centre's IT facilities to run a personal business on the centre's IT facilities.

- Not publishing their centre email address on a private business card.

Information stored on computer/s
- Records containing personal, sensitive, health information or photographs of children will be stored securely so that the privacy and confidentiality of all information is maintained. For example, password protected or transferred to remote storage device, that is, floppy disk, CD-ROM, memory stick, and kept in a secure location.

- Users of the computers are not to view or interfere with other users' files or directories (for example, staff/Committee) or knowingly obtain unauthorised access to information or damage, delete, insert or otherwise alter data without permission.

Breaches of this policy
- Users who fail to adhere to the procedures set out in this policy may be liable to personal criminal or civil legal action. This could result in serious consequences such as a fine, damages and/or costs being awarded against the individual or even imprisonment. The centre will not defend or support any user who uses the IT facilities for an unlawful purpose.

- Parents/guardians or other users failing to adhere to this policy may be expelled from the centre in line with the centre's constitution.

- Employees failing to adhere to this policy may be liable to counselling or disciplinary action.

- Volunteers and/or students failing to adhere to the policy may have access to the centre's computers denied or have their placement terminated. As a rule Work Experience students do not have access to the preschool's computer.

The centre accepts no responsibility for:
- Loss or damage or consequential loss or damage, arising from the use of the centre's IT facilities.

6. **Related documents**
- OECD (2002) *Guidelines for the Security of Information Systems and Networks: Towards a Culture of Security* (Appendix 1)

Centre policies on:
- *Privacy*

- *Occupational Health and Safety*

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7. Authorisation
This policy was adopted by the Woodridge Preschool Committee, at the Committee meeting on the 23rd May 2013.

8. Review date
This policy will be reviewed every 3 years, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change (Regulation 20(3)). This policy will be reviewed by May 2016.

9. Evaluation
In order to assess whether this policy has achieved its purposes the Committee will:
- Monitor complaints received in relation to the use of the centre's computer and online resources.

- Take into account reports from employees, committee, parents/guardians and any other persons, in relation to the policy.

10. Disclaimer
Although the Internet and email are valuable resources it is often open to hazardous programs including but not limited to a virus, adaware, spyware and foreign intrusion by outside sources (hackers). For this reason the centre cannot guarantee the privacy and confidentiality of matters transmitted or stored electronically.

11. IT for kindergartens
Community-based centres with a funded kindergarten program were provided with a computer, Internet access and a printer in 2004/2005. Vicnet is contracted by the Department of Human Services (DHS) to continue as the Internet provider and to provide training for staff. Kindergartens have implemented a range of new procedures since receiving the IT facilities from DHS. Examples that Woodridge Preschool has implemented include:
- Identifying the need to alter position descriptions for staff and management members to include IT skills as desirable.

- Identifying the benefits of developing a website.

- Developing a website which we need to consider budget allocation for ongoing maintenance of the site, who is responsible for updating the site, what information will be provided on the site and has the privacy policy been complied with.

- Providing centre newsletters to families via email (option to be selected by families at enrolment).

- Providing monthly email broadcasts to families, including reminders of upcoming events.

- Using email to maintain communication with staff on extended leave.

- Using email to communicate with committee members.

- Using email to communicate with parents/guardians.

- Teachers using the computer for program planning purposes, to prepare committee reports, to communicate with DHS and KPV.

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Background Information

The opportunities for centres to enhance their ability to communicate and research information has been greatly enhanced with the introduction of IT.

Additional password protected email accounts
Centres need to comply with their *Privacy Policy* when communicating by email. Additional email accounts may be considered in centres utilising the IT facilities for communication with:
- Families
- Government bodies
- Committee members discussing issues related to the management of the centre.

For centres with Vicnet, additional email accounts can be provided. Centres not provided with IT support by Vicnet will need to consult their provider.
Vicnet's contact details are:
- Help Desk 8664 7001 or 1800 629 835 (When answered press 1 for DHS Kindergarten Project).

- Email address woodridge.kin@kindergarten.vic.gov.au

Funded agency channel
The Funded Agency Channel (FAC) is a Department of Human Services website to support funded agencies. It was launched in 2002 to improve the relationship between the department and funded agencies. It can be accessed at www.dhs.vic.gov.au/fac .
The FAC has four sections:
My Agency provides customised information specific to an individual agency including service agreement information, performance, funding and payment details and reporting requirements.
DHS information contains generic information about DHS including news, strategies, policies and guidelines.
Resources provides information relevant to agency management including links to professional associations, libraries, research institutes and other relevant bodies.
Collaboration centre contains public and private discussion forums, consultations and links to *My Connected Community* to enable collaboration and networking. Collaboration Centre is only available to registered users.

A number of centres have already registered to the FAC. If you have not registered or are unsure if your centre is registered contact the FAC helpdesk on 03 90962742, or email fac@dhs.vic.gov.au.

Email spam management
Unsolicited and unwanted emails are known as spam. They can have a number of aims, some of which are harmless (but often annoying) sales and marketing pitches and others which are malicious and may cause damage to your computer/data, or enable people to steal your financial records and access your bank accounts. Some spam emails contain viruses. Centres are advised never to open files or start programs that have been sent as attachment via email. Suggested practice is to save an attachment to disk and scan with anti-virus software before you open it and check for unusual filenames.

Copyright and the Internet
The policy makes reference to suggested copyright practices. The Internet has made resources such as music, pictures and text readily available to the general public. The fact that it is technically possible to copy from the web doesn't mean that it is legal. When you download, reproduce, share or email material on the web, you risk being in breach of copyright law if you are not aware of your rights and obligations. To find out more about your rights and obligations you can visit www.copyright.org.au

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Information and Technology Use Policy

Topics include:

- Fair dealing

- Research or study

- Internet: copying from

- Music: copying CDs, tapes and records

- Music: use in films and home videos

- Owners of copyright: how to find

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Appendix 1

The Organisation for Economic Cooperation and Development's (OECD) Guidelines for the Security of Information Systems and Networks: Towards a Culture of Security 25 July 2002

Background

The information technology environment is continually changing. Centres now have access to a variety of technology options with many centres linked to their management group, for example, group cluster managers and local government. The range of access is via fixed, wireless and mobile devices to always on connections, namely broadband.

This new environment has raised new issues for centres to consider in regard to information privacy, security and sharing. The OECD guidelines encourage an awareness and understanding of security issues and the need for what the OECD terms a culture of security. The OECD provides nine guiding principles. It is important for centres to be aware that the application of these principles is supported through awareness, education, information sharing and training. It is recommended that centres view the full document available at www.oecd.org/dataoecd/16/22/15582260.pdf to gain a deeper understanding of the purpose of the principles. The KPV *Information Technology Use Policy* reflects these nine guiding principles.

Principles

Awareness	Participants should be aware of the need for security of information systems and networks and what they can do to enhance security
Responsibility	All participants are responsible for the security of information systems and networks
Response	Participants should act in a timely and cooperative manner to prevent, detect and respond to security issues
Ethics	Participants should respect the legitimate interest of others
Democracy	The security of information systems and networks should be compatible with essential values of a democratic society
Risk assessment	Participants should conduct risk assessments
Security design and implementation	Participants should incorporate security as an essential element of information systems and networks
Security management	Participants should adopt a comprehensive approach to security management
Reassessment	Participants should review and reassess the security of information systems and networks, and make appropriate modifications to security policies, measures and procedures.

www.oecd.org/dataoecd/16/22/15582260.pdf, accessed April 2006