



Technology

Policy Statement

NBCA acknowledges the integral part Information Communication Technology (ICT) plays in business operations as well as its contribution to early childhood educational programs. NBCA recognises ICT helps children take greater responsibility of their own learning, planning and extends on their ideas and interests. NBCA aims to ensure ICT use within the organisation is legal, ethical and consistent with the Association's values, policies and its responsibilities to educators, children and families.

Implementation

- This Policy applies to all stakeholders of NBCA:
 - NBCA Management Committee Members
 - Directors
 - Educators
 - Other NBCA employees
 - Enrolled children and their families
 - Students and Volunteers
 - Contractors
 - Other stakeholders.
- This policy applies to the following resources that are the property of NBCA:
 - Smartboards
 - Laptops, iPads, tablets and desktop computers.
 - Printers, scanners and photocopiers, etc.
 - Digital cameras, memory cards and card readers.
 - USB memory sticks
 - Landline telephones, Intercoms and mobile phones.
 - Security cameras
 - Televisions and projectors
 - Other ICT storage devices.
- ICT resources provide benefits for children's development and skills through exposure to modern technological learning opportunities.
- Educators use ICT resources as an education tool for research on topics of children's interests.
- Educators use a variety of ICT resources to complete their study tasks relating to early childhood education and care as well as programming such as learning stories and daily journals.



- ICT use within the services support administrative staff with record management and communication to all support networks, such as employees, families, Management Committee, Administration Support Unit, other services and the community.
- ICT resources are used effectively and efficiently by NBCA employees following legal and ethical standards. All users understand their responsibilities in relation to ICT use and ensure confidential information is maintained within the services and internet resources are used appropriately with copyright and intellectual property respected. NBCA takes no responsibility or liability for any ICT resources that belong to employees, children, families or visitors.
- The director, nominated supervisor and assistant director are responsible for ensuring each child's authorisations are current.
- The director, nominated supervisor and assistant director can exercise their right of refusal if authorisations do not comply, and may be made on a case-by-case basis.

Employees

- NBCA employees understand they are responsible for the following:
 - Care, condition and damage of ICT resources.
 - Filing records appropriately and securely.
 - Respectfully utilising shared networks.
 - Supervision of children whilst using ICT resources for program and planning.
 - Using ICT resources for business purposes and exposure of ICT to children.
- NBCA employees understand they are **not** to use NBCA ICT resources when or for the following:
 - Unlawful, offensive or improper activities.
 - Access alternate files, folders or secure files, unless authorised by the director or Management Committee.
 - Any personal needs including the use of emails, Facebook, etc.
 - Supervising children, unless they are engaged with them for educational purposes.
- If ICT resources are used incorrectly or mistreated, NBCA reserves the right to limit or withdraw access to some or all of the ICT resources either temporarily or permanently.

Personal Use

- NBCA ICT resources will be monitored and guided by the nominated supervisor, director, and responsible persons.
- NBCA treats misuse of its ICT resources and facilities seriously and will monitor, pursue and address any breaches in policy and procedure. Anyone who is aware of possible violations of this policy is required to report them immediately to the director or immediate supervisor.
- Mobile phones and other personal devices are not to be used by employees in working time and can only be used in private during scheduled break times and/or at the discretion of the director.
- The use of personal devices in the workplace will be discussed with the director and monitored accordingly.

ICT Security

- NBCA contracts an ICT professional to ensure quality and provision of ICT services. Therefore users are not permitted or attempt to interfere with the operations of any ICT software/resources.



- Downloading or sharing any copyright-protected works without authorisation from the copyright owner must not be performed using NBCA ICT resources.
- Any ICT resource that receives unknown materials should be immediately deleted from software.
- NBCA reserves the right to monitor ICT networks, systems and social media sites on a routine basis for operational purposes, maintenance, compliance, auditing, legal, security or investigation purposes.

Property/Cameras

- All ICT resources are the property of NBCA and are not to leave the premises at any time, unless discussed in advance with the director.
- Electronic communications created, sent or received using NBCA ICT resources are the property of the Association. Communications may be assessed by anyone authorised by the director or Management Committee if necessary for investigation purposes.
- Security cameras may be operational any footage can be viewed by NBCA services, NBCA Management Committee, the relevant security company, and will be given to police, if required.

Policy Links

Policies:

- Child Protection
- Code of Conduct
- Confidentiality and Privacy
- Employment
- Programs
- Social Media
- Students, Visitors and Volunteers

NQS: 1.1, 1.2, 3.1, 4.2, 6.2 and 7.1

Regulations: 103, 111 and 181-184

Sources:

- Macquarie University Acceptable Use Policy 2017
- NBCA Employee Handbook

Policy Document Status

Policy Created: September 2015

Last Reviewed: July 2024

Next Review: July 2025

Directors Signature:



Date: 1/07/2024

Committee Representative Signature:



Date: 1/07/2024

