**CYBER SAFETY AT WORK**

**Rationale:** The safety of all children and adults in our centre safe whilst using ICT equipment and technology.

**Purpose:**

* To comply with relevant legislation, standards and codes at all times to ensure we provide a cyber safe work place complying with **HS32**: ***All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).***
* To protect ourselves and the centre’s ICT system from viruses, spam and other inappropriate content.
* To ensure all adults in the centre understand their responsibilities with respect to acceptable use of ICT.

**Definitions:** Cyber Safety is the safe and responsible use of Information and Communication Technologies (ICT).

**GUIDELINES**

* All use of ICT equipment and technology with children will be planned and supervised by a teacher at all times.
* ICT equipment and technology owned by the Centre may be used in our Centre as part of our program.
* Personal laptops can be used, when working alongside children for research purposes and assessment data that is documented on teachers lap tops must then be transferred onto a stick.
* The Facebook administrator may use private cellphone for capturing photos but will deleted straight away.
* The centre will ensure appropriate virus, spyware and malware protections are installed and regularly updated.
* The centre will ensure all systems data is subject to a daily back-up that is kept off-site
* Accidental or intentional breaches of this policy by staff will be treated as a serious misconduct issue.
* Teachers will discuss with parents how technology is used within the programme with their children and ensure that they understand both the effects of overuse in the home and the cyber safety protections that we have in place at the centre.

**This policy aligns with the Child Protection and Child Abuse Policies, and with Centre Human Resource policies.**