

# Cybersafety Staff Use Agreement



## Rules and Responsibilities

1. Use of the Little Einsteins Educare computer network, Internet access facilities, computers and other *centre-owned* ICT equipment/devices (including mobile phones) on or off the centre site, is restricted to:
  - a. Centre Personnel who have signed a cybersafety use agreement
  - b. enrolled children whose parent/caregivers have signed a cybersafety use agreement
  - c. parent/caregivers of enrolled children, and/or other visitors who have signed a cybersafety use agreement
  - d. Persons contracted to carry out work at the centre *and* at the discretion of the Manager such as trades people or technicians
  - e. centre-related activities
  - f. personal usage by Centre Personnel which is appropriate to the centre learning environment and of a reasonable amount.
2. Use of *privately-owned* ICT equipment/devices (including mobile phones) at the centre or any centre-related activity is restricted to activities which are appropriate to the centre learning environment. This rule includes any stored images or material brought to the centre or any centre-related activity, on any device.
3. Any Centre Personnel who have a signed use agreement with the centre, and who allow another person (with the exception of a contractor) *who does not have a signed use agreement with the centre* to use centre ICT, are responsible for that use.
4. When using centre ICT at any time, or privately-owned ICT at the centre or at any centre-related activity, users must not:
  - a. initiate access to, or have involvement with, inappropriate or illegal material or activities
  - b. save or distribute such material by copying, storing or printing.

In the event of accidental access of inappropriate material at the lower range of seriousness (e.g.Spam), **[CENTRE PERSONNEL]** should delete the material.

If the nature of such material is somewhat more serious, (e.g. spam containing inappropriate but not illegal images), delete it and also log the incident in the ICT Incident Book. If uncertain as to the seriousness of the incident, the centre management should be consulted. When in doubt, log the incident.

In the event of accidental access of inappropriate material clearly of a much more serious nature, or of material which appears to be illegal, users should:

1. remove the material from view (by closing or minimising the window, or turning off the monitor)
2. report the incident immediately to centre management who will take such further action as may be required under this policy.

5. Any incident involving inappropriate material or activities of a serious nature, or suspected of being illegal, must be reported immediately to the office manager and/or manager.
6. Passwords should be kept confidential and not shared with anyone else.
7. Users should not allow another person access to any equipment/device logged in under their own user account, unless as part of authorised work being carried out on the centre network or ICT equipment/devices.
8. Little Einsteins Educare e-mail accounts are expected to be used in a responsible manner and in accordance with this use agreement. This includes ensuring that no electronic communication could cause offence to, harass, or harm others, put the owner of the user account at potential risk, bring the centre into disrepute, or in any other way be inappropriate in the centre's learning environment.
9. For personal safety, users should be very careful about revealing personal information about themselves, such as home or email addresses, or any phone numbers including mobile numbers. Nor should such information be passed on about others.
10. All centre ICT equipment/devices should be cared for in a responsible manner.
11. Any damage, loss or theft must be reported immediately to the manager or if necessary directly to the licensee. All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, and unnecessary Internet access, uploads or downloads.

## Policy Review

Introduction Date: 16/05/11

Last Review date: Term 1 2017

Next Review Date: Term 1 2019

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12. Authorisation from Manager must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any Little Einsteins Educare ICT equipment/devices.
13. Where permission has been given to connect or install privately-owned equipment/devices or software, it is with the understanding that the centre may scan this equipment/device/software at any time thereafter as part of a regular or targeted security check, such as for viruses.
14. Copyright laws and licensing agreements must be respected. This means no involvement in activities such as illegally copying material in any format, copying software outside of the terms of the licence, downloading copyrighted video or audio files, using material accessed on the Internet in order to plagiarise, or illegally using unlicensed products.
15. Authorisation from Manager must be gained before submitting any material for publication on the centre Internet/Intranet site.
16. Children will be actively supervised by Centre Personnel or by someone who has signed a Little Einsteins Educare cybersafety use agreement when accessing the Internet on the centre's site or at any centre-related activity.
17. Personnel should seek advice from the Manager regarding matters such as the online collection and/or display/publication of personal information in any form. This includes personal data, images of children or adults, and text, such as children's personal writing.

## **ACKNOWLEDGEMENT OF LITTLE EINSTEINS EDUCARE LTD RULES AND RESPONSIBILITIES**

Please complete, sign, and date this Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document. If you have any queries about the agreement, you are encouraged to discuss them with the centre management before you sign and return this page to office management for filing.

A copy of the signed form will be supplied to you.

### **[CENTRE PERSONNEL] supervision skills (tick one)**

- I believe that I have sufficient knowledge to safely supervise the use made by children in my care, of the centre's computer network, Internet access facilities, computers, webcams and other centre ICT equipment/devices.
- I require additional training/professional development in order to safely supervise the use made by children in my care, of the centre's computer network, Internet access facilities, computers, webcams and other centre ICT equipment/devices.

## **Use Agreement**

I acknowledge that I have been supplied with and have read a copy of the Little Einsteins Educare Cybersafety Policy. I have read and am aware of the obligations and responsibilities outlined in this [CENTRE PERSONNEL] Cybersafety Use Agreement document, a copy of which I have been advised to retain for reference. These obligations and responsibilities relate to the cybersafety of the children attending the centre, and of the centre's learning environment.

I also understand that breaches of this Use Agreement will be investigated and may require a response by Little Einsteins Educare management, which could include, where necessary, referral to a law enforcement agency.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Role in Centre:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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