**Cyber Safety and Prevention of Inappropriate Material Policy**

**Rationale**

Country Kidz takes all practicable measures to ensure the protection of tamariki from exposure to inappropriate, objectionable, and explicit material, aligning with the Licensing criteria for centre-based ECE services (2022)and Education Regulations (2008). It also aligns with the Country Kidz Privacy Policy, which safeguards the rights and information of tamariki and their whānau.

**Objective**

To ensure methods and processes are in place to protect tamariki, whānau, and kaiako from exposure to inappropriate, objectionable, and explicit material while in Country Kidz learning environment. To ensure the protection of tamariki footage, material, and information with regards to information and communication technologies.

**Policy**

To maintain a safe learning environment, no printed or information and communication technologies (ICT) materials of an inappropriate, objectionable, or explicit nature are permitted within the Country Kidz learning environment, on Country Kidz excursions, or during any Country Kidz events. This responsibility lies with kaiako at all times and with whānau while within our learning spaces, on excursions, or at events hosted by Country Kidz. Country Kidz management retains the right to determine what is deemed inappropriate, objectionable, and/or explicit, in line with licensing criteria and relevant early childhood education legislation.

The use of digital technologies and the internet offers extensive educational resources and facilitates communication, display, and the revisitation of our learning journeys. Therefore, it is imperative that all parties understand their personal responsibility in ensuring the acceptable use of ICT, thereby protecting tamariki, whānau, and kaiako.

The use of ICT at Country Kidz is essential for administrative purposes and for kaiako to research, prepare curriculum-related provocations, plan, assess, and evaluate tamariki learning and development. ICT may also be used occasionally as part of activities involving tamariki. Protecting our tamariki, kaiako, and ICT systems from inappropriate content, viruses, spam, and third-party malware is also deemed essential.

**Implementation**

* Training and Agreement

All kaiako receive training regarding the use of ICT during their induction process and must sign this policy to confirm their commitment to using ICT resources responsibly. This includes taking all practicable measures to protect tamariki, themselves, and our whānau from inappropriate material.

* Monitoring and Compliance

Accidental or intentional breaches of this policy by staff will be treated as serious misconduct, as per their individual employment agreements. Constant vigilance and surveillance by all Country Kidz staff are required to mitigate the risk of inadvertently accessing inappropriate material via the internet or through imported or downloaded content.

* Incident Management

Any misuse of the Country Kidz ICT platform will be investigated by management and may result in disciplinary action.

* System Protection

Country Kidz management and governance will ensure that all data is protected against viruses, spyware, and malware. Funding for these protections will be allocated in the annual budgets.

This policy is crucial in creating and maintaining a safe environment that supports the wellbeing of tamariki within our learning community.

*Aligns with:*

*Licensing criteria for centre-based ECE services 2022 (HS32)*

*Employment New Zealand legislation*

*Human Rights Legislation New Zealand*

*Country Kidz Human Resource Management Policy*

*Country Kidz Privacy Policy*

*Country Kidz Individual Employment Agreement*

*Country Kidz Child Protection Policy*

*Our code, our standards – Code of professional responsibility and standards for the Teaching Profession*

**Review**

Review when there is a significant change to legislature or as part of the annual management plan.

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| **Authorised:** |  |
| **Date:** | April 2024 |
| **Next Review:** | Add to Annual Management Plan for March, 2025 not withstanding a change in legislation or criteria |