



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

INFORMATION TECHNOLOGY

Introduction

Jumbunna recognises the importance of the use of Information Technology and Social Media as communication tools with families, staff and the wider community. This policy has been developed with regard to ensuring confidentiality and respecting the rights of all parties.

ACTIONS - What we are going to do?

We will:

- ensure that all staff participating in Information Technology or Social Media will do so to maintain their professionalism with personal communications as this is a reflection on Jumbunna.
- not use media of any kind to send or receive any items which could be derogative, demeaning or offensive to others.

PROCEDURES - How will it be done?

iPads

- staff use iPads in the classrooms with children for their educational programs in one on one or group situations.
- staff use iPads in the classrooms to record observations, including photos and videos of children and other educational activities.
- protective covers must always be used whenever iPads are used by anyone.
- when children use iPads, they must be strictly supervised at all times.
- all iPads must be returned daily to the iPad trolley to be recharged and secured.
- staff may take iPads home for work related purposes and cannot be used for personal use. In this circumstance, staff must comply with the Confidentiality Policy. Family Service Coordinators and Family Service People and therapists may be allocated an iPad for work related use outside the Centre, and any other staff may request to borrow one on a needs basis. Everyone must complete an Equipment Loan form prior to taking responsibility for the iPad.

Interactive TV

- two people must be involved in moving this at all times
- the cover must be replaced when not in use
- when children use it, they must be strictly supervised and all due care taken.
- the Apple Mac laptop must stay with the Interactive TV at all times.

Mobile Phones

- staff and volunteers must not carry nor use phones when working with children, unless previously agreed to by General Manager.
- staff must have a phone available at all times when working out of the Centre.
- staff must limit personal use of phones during work hours.
- staff must ensure that personal mobile phones are on silent during meetings.
- parents are to be encouraged not to use their mobiles when at Jumbunna to allow optimum engagement with staff and children.

Emails

- any reports sent from Jumbunna must be saved to a **pdf file** before attaching to email.
- any emails of a possible contentious nature, must be discussed with General Manager prior to sending
- staff Jumbunna's email address must only be used for work related purposes.

Facebook

- Jumbunna has a Facebook page to communicate with staff, families and wider community about the activities at Jumbunna. The page is coordinated/ administered only by staff that have General Managers approval to do so.
- staff may request to have information posted onto our Facebook page.
- staff should be mindful of the parent-staff relationship when using social network sites such as Facebook. Becoming 'Friends' on Facebook or similar could 'blur the relationship line' and can be seen as inappropriate from a professional perspective. It is recommended, for security, that you allow 'only friends' to see your page. Jumbunna staff should comply with the Privacy Act 1988 when posting on Facebook. This includes no comments on 'work', children, families, staff and Jumbunna itself be made in a public forum. If breached, disciplinary action will be taken.

Evaluation

The privacy & protection of children, families, staff and Jumbunna are not to be compromised by the use of Information Technology and Social Media sites.

This policy is discussed at staff meetings at least annually with a copy in each Staff USB. Regular reminders of policy content are placed in the weekly Staff Newsletter.

The Approved Provider delegates to the Nominated Supervisor that all policies and procedures meet the regulations and are followed.

The Approved Provider ensures this by communication with the Nominated Supervisor by informal and formal avenues (e.g. verbal discussion, Committee Meetings, and viewing required paperwork).

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Information Technology	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2024
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022		

