

WODEN EARLY CHILDHOOD CENTRE

COMPUTER PROTOCOL POLICY

POLICY STATEMENT: The Staff at Woden Early Childhood Centre feel that, the care and maintenance of the office computer and the data it contains is paramount. For this reason only staff with authorisation are allowed access to the office computer. The centre provides the staff with an lap top in each room to use for programming. Documents created for the centre using any centre computer become the property of the centre.

RATIONALE: The Centre uses computers to keep record of personal information and children's learning. The Centre respects its responsibility to protect this information with reference to the *Commonwealth Privacy Act 1988, Privacy Amendments (Private Sector) Act 2000, Health Records Act 2000, Privacy and Personal Information Protection Act 1998*

Woden Early childhood Centre also respects its duty of care to all staff towards children in their care. This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Act centre based Children's Services conditions 2000 1.23

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 7.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies

Ownership of material policy
Privacy policy
Screen based media policy
occupational health and safety policy

Source Documents:

Early Childhood Australia, The Code of Ethics,
(www.earlychildhoodaustralia.org.au) December 15 2008

Key Resources:

- 1) *Commonwealth Privacy Act 1988*
- 2) *Privacy Amendments (Private Sector) Act 2000*
- 3) *Health Records Act 2001*
- 4) *Privacy and Personal Information Protection Act 1998*
- 5) *The Health Records and Information Privacy Bill 2002 (NSW)*

Key Resources:

- NSW Privacy Commission
WEB : www.lawlink.nsw.gov.au
EMAIL: privacy_nsw@agd.nsw.gov.au
Phone: (02) 92685588
- Federal Privacy Commission
WEB: www.privacy.gov.au
Phone: 1300 363 992
- Health Services Commission
WEB: www.health.nsw.gov.au

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

COMPUTER USE

- The office computer is only to be used for office work. Programming is to be done on the lap tops belonging to each room or the staff computer in the programming room
- Staff need to have the Director's permission to utilise the office computer.
- Photos should not be downloaded to the office computer unless at the Director's request.
- If staff are working on the computer for longer than one hour they should take a 10 minute break from use.
- The office computer is not to be moved without prior discussion with the Director.
- Staff should ensure they have adequate light to work in.
- Children should be closely supervised around the office and staff computers.
- Staff should ensure that they are comfortably seated in the correct position in relation to the screen.
- Use the power and telephone line surge protectors at all time.

COMPUTER SOFTWARE AND DATA

- All computer software and manuals are to remain at the centre unless permission is given by Director.
- The format of forms used by the office are not to be changed without approval from the Director.
- Only allow others to access the data after appropriate training and under supervision.
- Centre information should be backed up regular intervals, bi-weekly. Backup copies should be kept in a safe place. E.g. with the bookkeeper

The computer is a way to manage the Centre more efficiently. Staff should take pride in it and respect its availability. Staff who show an interest in learning the skills to use it should be encouraged to arrange training.

Lap top use

The introduction of lap tops for staff use has come from a perspective that the lap tops they are able to support quality programs running in the room and allow staff to access them without leaving their rooms. Lap tops are to be respected and treated gently. Lap tops are to remain in the Centre at all times unless the Director has given permission for staff to remove them (for work purposes such as to catch up on learning stories and journals) If a lap top is removed from the Centre for this purpose the staff member does so with the commitment that

- a back up of files has been done
- no-one other than the authorised staff member is to use it
- the authorised staff member is not to show images or documentation to anyone (please refer to the privacy policy)
- the authorised staff member stores the lap top safely
- the lap top is returned to the Centre on the next working day.

Laptops are stored securely at the end of the day and locked in the computer cupboard by evening staff.