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1. Purpose

This policy will provide guidelines to ensure that all users of information and communication technology (ICT) at Meli Kindergartens (Meli) or on behalf of Meli:

- understand and follow procedures to ensure the safe and appropriate use of ICT, including secure storage of information
- take responsibility to protect and maintain privacy in accordance with the service's Privacy and Confidentiality Policy
- promote a child safe culture when it comes to taking, sharing and storing images or videos of children
- are aware that only those persons authorised by the approved provider are permitted to access ICT at the service
- understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities
- understand and follow professional use of interactive ICT platforms, such as social media (refer to Definitions) and other information sharing platforms (refer to Definitions).

2. Scope

This policy applies to the approved provider or persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, at Meli. This policy does not apply to children. Where services are using ICT within their educational programs, they should develop a separate policy concerning the use of ICT by children (refer to eSafety Policy).

This policy applies to all aspects of the use of ICT including:

- desktop top computers, laptops/notebooks, tablets, iPads, smartphones and smart devices
- copying, saving or distributing files
- electronic mail (email)
- file sharing
- file storage (including the use of end point data storage devices – refer to Definitions)
- file transfer/Cloud
- instant messaging
- internet usage
- portable communication devices including mobile and cordless phones.
- printing material
- social media (refer to Definitions)
- streaming media
- subscriptions to list servers, mailing lists or other like services
- video conferencing
- weblogs (blogs)

This policy applies to all aspects of the use of Meli supplied and staff personal ICT devices, including:

- Smartphones and Smartwatches
- iPad/tablets
- desktop top computers, laptops/notebooks
- copying, saving, or distributing files
- electronic bulletins/newsletters and notice boards
- electronic mail (email) and instant messaging (SMS)
- file sharing and file transfer
- file storage (including the use of end point data storage devices)
- internet usage
- video conferencing, online discussion groups and chat facilities
- portable communication devices including mobile and cordless phones.
- printing material
- social media, blogs, and streaming media
- subscriptions to mailing lists or other like services
- viewing material electronically

3. Policy

MKS is committed to:

- professional, ethical and responsible use of ICT at the service
- providing a safe workplace for Meli Workplace Participants using the service's ICT facilities and information sharing platforms
- the rights of all children to feel safe, and be safe at all times
- safeguarding the privacy and confidentiality of information received, transmitted or stored electronically
- ensuring that the use of the service's ICT facilities complies with all service policies and relevant government legislation
- providing Meli Workplace Participants with online information, resources and communication tools to support the effective operation of the service.

Meli is a Child Safe organisation and will not defend or support any individual who uses an ICT device for an unlawful purpose. Adults within the kindergarten environment must not use any personal device to record or take photos of children. Staff may only use their personal device(s) during a rostered break, and only in an area that is not used for the education and care of children. Any adult that witnesses any incidence or suspicion of inappropriate behaviour or becomes aware of the transmission of any illegal material, must report it immediately.

Adopting the National Model Code is crucial for Early Childhood Education and Care (ECEC) services to ensure the safety and privacy of children. The National Model Code has been designed for voluntary adoption by ECEC services. Under the Code, only service-issued electronic devices should be used for taking photos or recording videos, thereby minimising the risk of unauthorised distribution of images. The Code states that clear guidelines are developed on carrying personal devices for specific essential purposes ensuring that any exceptions are justified and controlled. Additionally, implementing strict controls for storing and retaining images or recordings of children is vital to protect their privacy and prevent misuse of sensitive information. Adhering to these guidelines not only safeguards children but also fosters trust and transparency between ECEC services and families.

This policy must be read in conjunction with Attachment 2: Unacceptable and Inappropriate Use of Personal and/or Meli Provided ICT facility.

4. Definitions

Anti-spyware – means software designed to remove spyware: a type of malware (*refer to Definitions*), that collects information about users without their knowledge.

Chain email – means an email instructing recipients to send out multiple copies of the same email so that circulation increases exponentially.

Cloud storage – means a cloud computing model that enables storing data and files on the internet through a cloud computing provider that you access either through the public internet or a dedicated private network connection.

Computer virus – means malicious software programs, a form of malware (*refer to Definitions*), that can spread from one computer to another through the sharing of infected files, and that may harm a computer system's data or performance.

Cyber safety – means the safe and responsible use of technology including use of the internet, electronic media and social media in order to ensure information security and personal safety. There are three main areas of risk to safety:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interactions with other users (including bullying)
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Defamation – means to injure or harm another person's reputation without good reason or justification. Defamation is often in the form of slander or libel.

Disclaimer - means statement(s) that seeks to exclude or limit liability and is usually related to issues such as copyright, accuracy and privacy.

Electronic communications – refers to email, instant messaging, communication through social media and any other material or communication sent electronically.

Encryption – refer to the process of systematically encoding data before transmission so that an unauthorised party cannot decipher it. There are different levels of encryption available.

Endpoint data storage devices - refers to devices capable of storing information/data. New devices are continually being developed, and current devices include:

- laptops
- USB sticks, external or removable hard drives, thumb drives, pen drives and flash drives
- iPods or other similar devices
- cameras with USB drive connection
- iPhones/smartphones
- PCI/PC Card/PCMCIA storage cards
- PDAs (Personal Digital Assistants)
- other data-storage devices (CD-ROM and DVD).

Firewall - refers to the primary method of keeping a computer/network secure. A firewall controls (by permitting or restricting) traffic into and out of a computer/network and, as a result, can protect these from damage by unauthorised users.

Flash drive - means a small data-storage device that uses flash memory and has a built-in USB connection. Flash drives have many names, including jump drives, thumb drives, pen drives and USB keychain drives.

Information sharing platforms - describes the exchange of data between various organisations, people and technologies This can include but no limited to Dropbox, Google Drive, SharePoint, Skype for Business, One Drive

Integrity – (In relation to this policy) refers to the accuracy of data. Loss of data integrity may be either gross and evident (e.g. a computer disk failing) or subtle (e.g. the alteration of information in an electronic file).

Malware - is short for 'malicious software'. Malware is intended to damage or disable computers or computer systems.

PDA's (Personal Digital Assistants) - refers to a handheld computer for managing contacts, appointments and tasks. PDA's typically include a name and address database, calendar, to-do list and note taker. Wireless PDA's may also offer email and web browsing, and data can be synchronised between a PDA and a desktop computer via a USB or wireless connection.

Personal Electronic Device - refers to a device that can take photos or record videos refers to any handheld or portable device owned by an individual, such as a smartphone, tablet, or digital camera, which has the capability to capture and store images or video footage. These devices are not issued or controlled by the approved provider.

Phishing - Phishing is the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and indirectly, money), often for malicious reasons, by disguising as a trustworthy entity in an electronic communication.

Portable storage device (PSD) or removable storage device (RSD) - refers to small, lightweight, portable easy-to-use device that is capable of storing and transferring large volumes of data. These devices are either exclusively used for data storage (for example, USB keys) or are capable of multiple other functions (such as iPods and PDA's).

Ransomware - refers to a type of malicious software that threatens to publish the victim's data or block access to it unless a ransom is paid.

Security - (In relation to this policy) refers to the protection of data against unauthorised access, ensuring confidentiality of information, integrity of data and the appropriate use of computer systems and other resources.

Social Media - means a computer-based technology that facilitates the sharing of ideas, thoughts, information and photos through the building of virtual networks and communities. Examples can include but not limited to, Facebook, YouTube, WhatsApp, Facebook Messenger, TikTok and Instagram

Spam - refers to unsolicited and unwanted emails or other electronic communication.

USB interface - Universal Serial Bus (USB) is a widely used interface for attaching devices to a host computer. PCs and laptops have multiple USB ports that enable many devices to be connected without rebooting the computer or turning off the USB device.

USB key - Also known as sticks, drives, memory keys and flash drives, a USB key is a device that plugs into the computer's USB port and is small enough to hook onto a key ring. A USB key allows data to be easily downloaded and transported/transferred.

Virus – refers to a program or programming code that multiplies by being copied to another program, computer or document. Viruses can be sent in attachments to an email or file or be present on a disk or CD. While some viruses are benign or playful in intent, others can be quite harmful: erasing data or requiring the reformatting of hard drives.

Vishing – refers to a form of phishing that uses the phone system or voice over internet protocol (VoIP) technologies. The user may receive an email, a phone message, or even a text encouraging them to call a phone number due to some discrepancy. If they call, an automated recording prompts them to provide detailed information to verify their account such as credit card number, expiration date or birthdate.

5. Delegations and Responsibilities

<p>RESPONSIBILITIES</p>	<p>Approved provider and persons with management or</p>	<p>Nominated supervisor and persons in day-to-day charge</p>	<p>Early childhood teacher, educators and all other staff</p>	<p>Parents/guardians</p>	<p>Contractors, volunteers and students</p>
<p>R indicates legislation requirement, and should not be deleted</p>					

Ensuring that the use of the service's ICT complies with all relevant state and federal legislation (<i>refer to Legislation and standards</i>), and all service policies (<i>including Privacy and Confidentiality Policy and Code of Conduct Policy</i>)	R	√	√	√	√
Ensuring that only service-issued electronic devices should ever be used to take photos or record videos of children	√	√	√		√
Developing considerations for why a staff member may need to continue to carry their personal electronic device (<i>refer to Definitions</i>) while educating and care for children (<i>refer to Attachment 6</i>)	√	√			
Ensuring that staff don't not carry their personal electronic devices (<i>refer to Definitions</i>) while providing education and care to children, except for authorised essential purposes	√	√	√		√
Managing inappropriate use of ICT as described in <i>Attachment 2</i>	R	√			
Providing suitable ICT facilities to enable early childhood teachers, educators and staff to effectively manage and operate the service	√	√			
Ensuring staff do not use their personal devices to record images of children	√	√			
Authorising the access of early childhood teachers, educators, staff, volunteers and students to the service's ICT facilities, as appropriate	√	√			
Providing clear procedures and protocols that outline the parameters for use of the service's ICT facilities both at the service and when working from home (<i>refer to Attachment 1</i>)	√	√			
Embedding a culture of awareness and understanding of security issues at the service	R	√	√	√	√
Ensuring that effective financial procedures and security measures are implemented where transactions are made using the service's ICT facilities, e.g. handling fees, invoice payments, and using online banking	R	√			

Ensuring that the service's computer software and hardware are purchased from an appropriate and reputable supplier	√	√			
Identifying the need for additional password-protected email accounts for management, early childhood teachers, educators, staff and others at the service, and providing these as appropriate	√	√			
Identifying the training needs of early childhood teachers, educators and staff in relation to ICT, and providing recommendations for the inclusion of training in ICT in professional development activities	√	√			
Ensuring regular backup of critical data and information at the service (<i>refer to Attachment 1</i>)	√	√	√		
Ensuring secure storage of all information (including images and videos of children) at the service, including backup files (<i>refer to Privacy and Confidentiality Policy</i>)	R	√	√		
Adhering to the requirements of the <i>Privacy and Confidentiality Policy</i> in relation to accessing information on the service's computer/s, including emails	R	R	R		
Considering encryption (<i>refer to Definitions</i>) of data for extra security	√	√			
Ensuring that reputable anti-virus and firewall software (<i>refer to Definitions</i>) are installed on service computers, and that software is kept up to date	√	√			
Developing procedures to minimise unauthorised access, use and disclosure of information and data, which may include limiting access and passwords, and encryption (<i>refer to Definitions</i>)	R	√			
Ensuring that the service's liability in the event of security breaches, or unauthorised access, use and disclosure of information and data is limited by developing and publishing appropriate disclaimers (<i>refer to Definitions</i>)	R	√			
Developing procedures to ensure data and information (e.g. passwords) are kept secure, and only disclosed to individuals where necessary e.g. to new educators, staff or committee of management	R	√			

Being aware of the requirements and complying with this policy	√	√	√	√	√
Appropriate use of endpoint data storage devices (<i>refer to Definitions</i>) by ICT users at the service	R	√	√	√	√
Ensuring that all material stored (including images and videos of children) on endpoint data storage devices is also stored on a backup drive, and that both device and drive are kept in a secure location	R	√	√		√
Ensuring that written permission is provided by parents/guardians for authorised access to the service's computer systems and internet by persons under 18 years of age (e.g. a student on placement at the service) (<i>refer to Attachment 5</i>).	R	√			√
Providing authorisation to early childhood teachers, educators and staff to be social media representatives for Meli Kindergartens (<i>refer to Attachment 3</i>)	√	√			
Complying with all relevant legislation and service policies, protocols and procedures, including those outlined in <i>Attachments 1</i>	√	√	√	√	√
Reading and understanding what constitutes inappropriate use of ICT (<i>refer to Attachment 2</i>)	√	√	√	√	√
Completing the authorised user agreement form (<i>refer to Attachment 4</i>)	√	√	√		√
Maintaining the security of ICT facilities belonging to Meli Kindergartens and keeping allocated passwords secure, including not sharing passwords and logging off after using a computer	R	R	R	√	R
Accessing accounts, data or files on the service's computers only where authorisation has been provided		√	√		√
Co-operating with other users of the service's ICT to ensure fair and equitable access to resources	√	√	√		√
Obtaining approval from the approved provider before purchasing licensed computer software and hardware		√	√		

Ensuring no illegal material is transmitted at any time via any ICT medium (<i>refer to Attachment 2</i>)	R	√	√	√	√
Using the service's email, messaging and social media (<i>refer to Definitions</i>) facilities for service-related and lawful activities only (<i>refer to Attachment 2</i>)	√	√	√	√	√
Using endpoint data storage devices (<i>refer to Definitions</i>) supplied by the service for service-related business only, and ensuring that this information is protected from unauthorised access and use		√	√		√
Notifying the approved provider of any damage, faults or loss of endpoint data storage devices		R	R		R
Signing an acknowledgement form upon receipt of a USB or portable storage device (including a laptop) (<i>refer to Attachment 4</i>)		√	√		√
Restricting the use of personal mobile phones to rostered breaks, and only used in areas outside of spaces being utilised for education and care of children	√	√	√	√	√
Responding only to emergency phone calls when responsible for supervising children to ensure adequate supervision of children at all times (<i>refer to Supervision of Children Policy</i>)	√	√	√		√
Ensuring electronic files containing information about children and families are kept secure at all times (<i>refer to Privacy and Confidentiality Policy</i>)	R	R	R		R
Responding to a privacy breach in accordance with <i>Privacy and Confidentiality policy</i> .	R	√			
Complying with the appropriate use of social media (<i>refer to Definitions</i>) platforms (<i>refer to Attachment 3</i>)	√	√	√		√
Complying with this policy at all times to protect the privacy, confidentiality and interests of Meli Kindergartens employees, children and families	R	R	R		R

6. Policy Application

To assess whether the values and purposes of the policy have been achieved, Meli will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints, and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy, and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2))
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary due to risk (Regulation 172 (2)).

7. Legislation, Acts, Standards

- Broadcasting Services Act 1992 (Cth)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Crimes Act 1958 (Vic)
- Classification (Publications, Films and Computer Games) Act 1995
- Commonwealth Classification (Publication, Films and Computer Games) Act 1995
- Competition and Consumer Act 2010 (Cth)
- Copyright Act 1968 (Cth)
- Copyright Amendment Act 2006 (Cth)
- Cybercrime Act 2001 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Freedom of Information Act 1982
- Health Records Act 2001 (Vic)
- Information Privacy Act 2000 (Vic)
- National Quality Standard, Quality Area 7: Governance and Leadership
- Occupational Health and Safety Act 2004 (Vic)
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Protected Disclosure Act 2012 (Vic)
- Public Records Act 1973 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Spam Act 2003 (Cth)
- Trade Marks Act 1995 (Cth)

8. Related Documents

- Acceptable Use Policy, DE Information, Communications and Technology (ICT) Resources:
<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>
- IT for Kindergartens: www.kindergarten.vic.gov.au
- National Model Code - Taking images in early childhood education and care:
<https://www.acecqa.gov.au/national-model-code-taking-images-early-childhood-education-and-care>

Policies

- Child Safe Environment and Wellbeing Policy
- Code of Conduct Policy
- Compliments and Complaints Policy
- Educational Program Policy
- Enrolment and Orientation Policy
- eSafety for Children Policy
- Governance and Management of the Service Policy
- Occupational Health and Safety Policy
- Privacy and Confidentiality Policy
- Staff Code of Conduct
- Child Safe Environment and Wellbeing Policy
- Interactions with Children Policy
- Supervision of Children Policy
- Governance and Management of the Service Policy
- Privacy and Confidentiality Policy
- Staffing Policy
- Education Program Policy
- Enrolment and Orientation Policy
- Complaints and Grievances Policy
- Occupational Health and Safety Policy
- Meli Social Media Policy

9. Appendices

- Appendix 1: Procedures for use of ICT at the service
- Appendix 2: Unacceptable/inappropriate use of ICT facilities
- Appendix 3: Social Media Guidelines
- Appendix 4: Authorised user agreement
- Appendix 5: Parent/guardian authorisation for under-age access to Meli Kindergarten ICT facilities
- Appendix 6: Authorised Use of Personal Device Form

10.Document History

Version	Approved By	Approval Date	Effective Date	Sections Modified	Updated By
1.00	CEO			New Policy	Ben Reeve

APPENDIX 1: PROCEDURE FOR USE OF MELI PROVIDED ICT RESOURCES AT MELI KINDERGARTENS

Email usage

- Content of emails and email addresses must always be checked before sending.
- When sending emails to multiple recipients, care should be taken to avoid the inappropriate disclosure of email addresses to a whole group of recipients; blind copying (BCC) should be used where appropriate.
- Always include a subject description in the subject line.
- Create an email signature that identifies employee name, title, service name, service phone number and address
- Always include a disclaimer which is common to all users, on emails to limit liability.
- Be cautious about opening files or launching programs that have been received as an attachment via email from the email itself. Instead, save an attachment to disk and scan with anti-virus software before opening, and keep an eye out for unusual filenames.
- Never open emails if unsure of the sender.
- Check email accounts on a regular basis and forward relevant emails to the approved provider or appropriate committee members/staff.
- Remove correspondence that is no longer required from the computer quarterly.
- Respond to emails as soon as is practicable.
- Never send unauthorised marketing content or solicitation emails
- Be suspicious of clickbait titles.

Digital storage of personal and health information

- Digital records containing personal, sensitive and/or health information, or photographs of children must be password protected and stored securely so that privacy and confidentiality is maintained. This information must not be removed from the service without authorisation, as security of the information could be at risk (refer to Privacy and Confidentiality Policy).
- Digital records containing personal, sensitive and/or health information, or photographs of children may need to be removed from the service from time-to-time for several reasons, including for:
 - excursions and service events (refer to Excursions and Service Events Policy)
 - offsite storage, where there is not enough space at the service premises to store the records. In such circumstances, services must ensure that the information is transported, managed, and stored securely so that privacy and confidentiality is always maintained.
- ICT users are not to view or interfere with other users' files or directories, knowingly obtain unauthorised access to information or damage, delete, insert, or otherwise alter data without permission.
- Ensure all material stored on an endpoint data storage device is also stored on a backup drive, and that both device and drive are kept in a secure location.

Backing up data

- Data backup is managed by Meli ICT Services who will:
 - Develop a written backup plan that identifies:
 - What is being backed up
 - Where it is being backed up
 - How often backups will occur
 - Who oversees performing backups
 - Who oversees monitoring the success of these backups
 - How will backup drives be stored securely

Password Management

The effective management of passwords is the first line of defence in the electronic security of an organisation. All staff must adhere to Meli ICT Services password requirements.

Users should always follow these principles:

- do not share passwords with anyone. If there is an issue that requires you to do so, remember to change the password immediately after the issue has been resolved.
- never use the same password for work accounts as the one you have for personal use (banking, etc.).
- do not write down passwords or include them in an email.
- do not store passwords electronically unless they are encrypted.
- never use the “remember password” feature on any systems; this option should be disabled
- Do not use the same password for multiple administrator accounts.

Working from home

When an approved provider, nominated supervisor, early childhood teachers, educators or staff members are working from home they must:

- use all Meli ICT resources provided in accordance with this Policy and the Staff Code of Conduct
- conduct a workstation assessment; taking reasonable care in choosing a suitable workspace, including ergonomics, lighting, thermal comfort, safety, and privacy
- ensure security and confidentiality of workspace, keeping private, sensitive, health information, planning, educational programs, and children’s records confidential and secure at all times
- keep allocated passwords secure, including not sharing passwords and logging off after using a computer
- adhere to the Privacy and Confidentially Policy

- report breaches to privacy or loss of private, sensitive, and health information to nominated superiors as soon as possible.

ATTACHMENT 2. UNACCEPTABLE AND INAPPROPRIATE USE OF PERSONAL AND MELI PROVIDED ICT FACILITIES

Meli Provided ICT Facilities

Users of the ICT facilities (such as the internet, email, and social media) provided by Meli must not:

- create or exchange messages that are offensive, harassing, obscene or threatening
- create, copy, transmit or retransmit chain emails, spam, or other unauthorised mass communication
- use the ICT facilities as a platform to gain unauthorised access to other systems
- conduct activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech or material that ridicules/discriminates against others based on race, nationality, creed, religion, ability/disability, gender, or sexual orientation
- use the ICT facilities to access, download, create, store, or distribute illegal, offensive, obscene, or objectionable material (including pornography and sexually explicit material).
- use the ICT facilities to make any personal communication that could suggest that such communication was made in that person's official capacity as an employee or volunteer of Meli
- conduct any outside business or engage in activities related to employment with another organisation
- play games
- use the facilities to assist any election campaign or lobby any government organisation
- exchange any confidential or sensitive information held by Meli unless authorised as part of their duties
- publish the service's email address on a 'private' business card
- harass, slander, intimidate, embarrass, defame, vilify, seek to offend, or make threats against another person or group of people
- breach copyright laws through making copies of, or transmitting, material or commercial software.

Personal Devices

All adults, including staff, volunteers, students, parents/carers of children and onsite contractors, attending a Meli kindergarten space must not:

- Using any form of personal recording device for any purpose in any area that is used for education and the care of children. Staff may only use a personal device during a rostered break, and only in an area that is not used for education and the care of children.
- Use a personal device to record or take photos of children. Any adult that witnesses suspicious or inappropriate behaviour at any Meli site must report it immediately to the kinder leader, or person in charge, or a trusted worker.
- Transmit any illegal material at any time via any ICT medium

Breaches of this policy

Meli will not defend or support any individual who uses an ICT device for an unlawful purpose.

- Individuals who use ICT at any Meli service for unlawful purposes may be liable to criminal or civil legal action. This could result in serious consequences, such as a fine, damages and/or costs being awarded against the individual, or imprisonment.
- Meli has the right to block access to internet sites where inappropriate use is identified.
- Employees who fail to adhere to this policy may be liable to counselling, disciplinary action or dismissal.
- Management, educators, staff, volunteers, and students who fail to adhere to this policy may have their access to the service's ICT facilities restricted/denied.

Category 1: Illegal — criminal use of material

This category includes but is not limited to:

- child abuse material offences relating to child pornography covered by the Crimes Act 1958 (Vic). 'Child abuse material' is defined in section 51A of the Crimes Act 1958 (Vic)
- objectionable material — offences relating to the exhibition, sale and other illegal acts relating to 'objectionable films' and 'objectionable publications' covered by the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic). Such material has or would attract a classification of X18+ (restricted) or RC (refused classification) under the Guidelines for Classification of Films 2012, Guidelines for the Classification of Computer Games 2012 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth)
- reckless or deliberate copyright infringement
- any other material or activity that involves or is in furtherance of a breach of criminal law

Category 2: Extreme — non-criminal use of material

This category includes non-criminal use of material that has or may attract a classification of RC or X18+ under the Guidelines for Classification of Films 2012, Guidelines for the Classification of Computer Games 2012 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth).

This includes any material that:

- depicts, expresses, or otherwise deals with matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in such a way that they offend against the standards of morality, decency and propriety accepted by reasonable adults to the extent that the material should not be classified

- describes or depicts in a way that is likely to cause offence to a reasonable adult or a person who is, or appears to be, a child under 18 (whether the person is engaged in sexual activity or not)
- promotes, incites, or instructs in matters of crime or violence
- includes sexually explicit material that contains real depictions of actual sexual intercourse and other sexual activity between consenting adults

Category 3: Critical — offensive material

This category includes other types of restricted or offensive material, covering any material that:

- has or may attract a classification of R18+ under the Guidelines for Classification of Films 2012, Guidelines for the Classification of Computer Games 2012 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth). Material may contain sex scenes and drug use that are high in impact
- includes sexualised nudity
- involves racial or religious vilification
- is unlawfully discriminatory
- is defamatory
- involves sexual harassment or bullying

Category 4: Serious

- This category includes any use which is offensive or otherwise improper.
- The categories do not cover all breaches of this policy. Matters not covered by the above categories will be dealt with on an individual basis and on the relevant facts.

ATTACHMENT 3. SOCIAL MEDIA AND INFORMATION SHARING PLATFORM GUIDELINES

The below directives are essential to the safety and wellbeing of staff, children, and their families, and to ensure that Meli operates in a professional and appropriate manner when using social media and/or information sharing platforms.

Staff must exercise extreme caution using ICT facilities when accessing social media and/or information sharing platforms, whether in the workplace or relating to external events or functions involving Meli.

It is a breach of confidentiality and privacy to make posts or comments about children, families, staff, or management from Meli on social media sites without consent or authorisation. It is also an offence under current legislation, to record or use a visual image of a child, including transmitting the image on the internet, without the written consent of the child's parent.

Meli specifically requires that, unless you have the express permission, you:

- Do not video or photograph anyone, or post photos or personal details of other Meli staff, children, or families;
- Do not post photos or videos of Meli staff, children, or families on your personal Facebook page, or otherwise share photos or videos of staff, children, or families through social media;
- Do not create a Meli branded Facebook page, or other pages or content on social media that represents Meli, its staff, children, or families without authorisation from the approved provider;
- Do not post anything that could embarrass or damage the reputation of Meli, colleagues, children, or families.

Staff must not:

- post or respond to material that is, or might be construed as offensive, obscene, fraudulent, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful or inaccurate;
- make any comment or post any material that might otherwise cause damage to Meli reputation or bring it into disrepute;
- imply that they are authorised to speak as a representative of Meli, or give the impression that the views expressed are those of Meli, unless authorised to do so
- use a Meli email address or any Meli logos or insignia that may give the impression of official support or endorsement of personal comments;
- use the identity or likeness of another employee, contractor, or other member of Meli;
- use or disclose any confidential information or personal information obtained in the capacity as an employee/contractor of Meli; or
- access and/or post on personal social media during paid workhours.

Personal use of social media

Meli recognises that staff may use social media in a personal capacity. This policy is not intended to discourage nor unduly limit staff using social media for personal expression or other online activities in their personal life.

However, staff should be aware and understand the potential risks and damage to Meli if they can be identified as an employee of Meli on social media, even if their activity takes place outside working hours or on devices not owned by Meli.

If an individual can be identified as an employee of Meli on social media, that employee must:

- only disclose and discuss publicly available information
- ensure that all content published is accurate and not misleading and, complies with all relevant policies of Meli
- expressly state on all postings (identifying them as an employee of Meli) the stated views are their own and are not those of Meli;
- be polite and respectful to all people they interact with;
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright,
- abide by privacy, defamation, contempt of Court, discrimination, harassment, and other applicable laws;
- ensure that abusive, harassing, threatening, or defaming postings which are in breach of Meli policies may result in disciplinary action being taken, even if such comments are made using private social networks outside of working hours.
- notify the approved provider or person with management or control if they become aware of unacceptable use of social media as described above.

Consequences of unacceptable use of social media

- Meli will review any alleged breach of this policy on an individual basis. If the alleged breach is of a serious nature, the person shall be given an opportunity to be heard in relation to the alleged breach.
- If the alleged breach is clearly established, the breach may be treated as grounds for dismissal. In all other cases, the person may be subject to disciplinary action in accordance with Meli Code of Conduct Policy. Meli may request that any information contained on any social media platform that is in breach of this policy be deleted.
- Meli may restrict an employee's access to social media on Meli ICT facilities or if they are found to have breached this policy or while Meli investigates whether they have breached this policy.

APPENDIX 4: AUTHORISED USER AGREEMENT

Portable storage device (PSD) (including laptops)

I,

- acknowledge that I have received a PSD belonging to Meli Kindergarten
- will ensure that the PSD:
 - is used for work-related purposes only
 - is password-protected at all times
 - will not be loaned to unauthorised persons
 - will be returned to Meli on cessation of employment
- will notify the [insert responsible position e.g. president] as soon as is practicable if the PSD is damaged, faulty or lost
- have read the Meli Information and Communication (ICT) Technology Policy and agree to abide by the procedures outlined within.

Signature (authorised user)

Position

- Date

- Authorised by

Position

APPENDIX 5: PARENT/GUARDIAN AUTHORISATION FOR UNDER-AGE ACCESS TO THE MELI KINDERGARTEN ICT FACILITIES

Student's name: _____

Date of placement: _____

I, _____, am a parent/guardian of

I have read the Meli *Information and Communication Technology (ICT) Policy* and agree to the conditions of use of the service's ICT facilities for the above-named student.

I also understand that Meli provides no censorship of access to ICT facilities.

Signature (student)

Date

Signature (parent/guardian)

Date

APPENDIX 6: AUTHORISED USE OF PERSONAL DEVICE FORM

Section 1: Personal Details

Staff Member Name:

Position:

Personal Device Type (e.g., Smartphone, Tablet):

Date of use:

Section 2: Purpose

This form grants permission for the above-named staff member to use their personal device to take photos or videos of children for educational and documentation purposes at Meli Kindergarten.

Section 3: Guidelines

1. Consent:

- Photos and videos of children can only be taken if explicit written consent has been obtained from the parents or guardians of each child.

2. Usage:

- Personal devices may only be used for taking photos or videos during scheduled activities and must be put away when not in use.
- Photos and videos must be used solely for the purposes outlined in the consent forms (e.g., educational documentation, sharing with parents).

3. Privacy and Security:

- Photos and videos must be stored securely and must not be shared on any personal social media accounts or with unauthorised individuals.
- Devices must be password-protected and encrypted to ensure the safety of the content.

4. Deletion and Retention:

- Photos and videos must be transferred to Meli secure storage within 24 hours and deleted from the personal device immediately after transfer.
- Photos and videos must be retained and disposed of in accordance with Meli *Information Technology and Communication Policy*

5. Professional Conduct:

- Staff must maintain a professional demeanour while using personal devices.
- Authorised use of personal device forms must be on file and accessible at all times.
- Devices should not be used for personal matters during work hours, unless authorised.

Section 5: Acknowledgement and Agreement

I, _____ (Staff Member Name), acknowledge that I have read, understood, and agree to comply with the guidelines outlined in this form. I understand the importance of protecting the privacy and security of the children in my care and the potential repercussions of failing to adhere to these guidelines.

Staff Member Signature:

Date:

Approved Provide/Nominated Supervisor Name:

Approved Provide/Nominated Supervisor Signature:

Date