



The Lee Wiggins Childcare Centre E-SAFETY, PHOTOGRAPHY and VIDEO POLICY

Policy for the acceptable use of mobile phones and cameras by the staff of the Lee Wiggins Childcare Centre (LWCC)

Mobile Phones

In order to provide a safe environment for children, parents and staff we are restricting the use of mobile phones and cameras. We strive to eliminate staff being distracted from their work with the children and the inappropriate use of cameras and mobile phones within the classroom.

- Staff are not to use cell phones or other personal electronic devices when they supervise the children.
- Staff must ensure that anyone (including family members) needing to contact them during working hours call the Centre's phone number.
- Staff must not make personal calls when they care for and supervise children.
- If for any reason a personal cell phone or other device is used to photograph or videotape children (with permission from the Centre or parent), the data must be downloaded onto the Centre's computer and immediately deleted from their phone or device.
- Staff will take the LWCC cell phone for safety purposes on trips and outings with children, this will be used for emergency purposes to contact the Centre or a child's parents.
- Information about children, parents, staff and the Centre (including photographs and videos must not be posted on:
 - A staff members personal web space
 - Social networking site (e.g. blogs, Twitter, Snapchat, Facebook, Instagram etc.)
 - Public networking for file sharing sites (e.g. Photobucket, Flickr, YouTube, etc.)
 - Any other type of Internet site

For the protection of your professional reputation, it is recommended that you comply with the following practices:

- Staff must not accept children as "friends" or "buddies" on personal networking sites such as Facebook, LinkedIn, or MSN.
- Staff must not accept parents as "friends" on personal networking sites unless you were friends before.
- Do not initiate friendships with children and parents. Remember that people classified as "friends" have the ability to download and share your information with others.

Cameras/Videos

Photographs and videos of children engaged in activities and experiences in the classrooms can provide the staff with valuable evidence to include in their observation journals.

In order to promote the safe use of Information and Communication Technologies, it is essential that when recording images of the children in our care their privacy, dignity and well being are essential at all times. It is essential that photographs and video footage taken must be stored appropriately to safeguard the children in our care. This includes mobile phone photographs.



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- Only the day cares camera or mobile phone is used to take any pictures/footage within the day care or on a trip.
- Images taken should not put the child/children in compromising positions that could cause embarrassment or distress.
- All classroom teachers are responsible for the location of the camera. The camera is visible at all times during operating hours.
- At the end of the day the camera is locked away.
- All images must be saved on the camera chip.
- Once the images are printed (within two weeks) the camera chip is deleted.
- Pictures should be recorded in children's observation journals as soon as possible and kept secure.
- Cameras use is not permitted in bathrooms or changing areas.
- Non-compliance or failure to comply with the contents of this policy will lead to disciplinary action and criminal charges being made.

Supervision and Monitoring

Authorized employees of LWCC (Coordinator, Assistant Coordinator or Member of the Board of Directors) have the right to monitor the use of information technology resources and to examine, use and disclose any data found. They may use this information in disciplinary actions and release to the police if it is criminal in nature



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Policy for the use of the Internet and email by the staff of the Lee Wiggins Childcare Centre (LWCC)

Use of the Internet by LWCC staff is permitted and encouraged where such use supports the goals and objectives LWCC. However, staff must ensure that they:

- Comply with all current applicable legislation.
- Use the Internet in an acceptable way.
- Do not create unnecessary risk of LWCC by their misuse of the Internet.

This policy is to establish guidelines and minimum requirements governing the acceptable use of the Internet and email at LWCC. The objectives of this policy are to ensure that:

- Use of LWCC email and Internet resources are related to, and/or for the benefit of, LWCC.
- Users understand that email messages and documents may be subject to the same laws, regulations, policies and other requirements as information communicated in other written forms and formats.
- Users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy and acceptable use as defined by this policy.

Employees who violate this policy will be subject to disciplinary measures up to and including the immediate termination of employment for cause.

Scope

This policy applies to all LWCC staff whose access to or use of the Internet or email is provided by LWCC or available through equipment owned by LWCC, whether that access is during normal working hours, and whether such access is from the LWCC premises or another location.

Procedures

Acceptable use

As with any resources provided by LWCC, Internet and email resources should be dedicated to activities related to the day care and governed by rules of conduct similar to those applicable in other day care related activities. The use of Internet and email resources imposes certain responsibilities and obligations on all users and is subject to LWCC's policies and procedures and all provincial and federal laws. Acceptable use of the Internet and email is use that conforms to the purpose, goals and mission of LWCC and each user's job duties and/or responsibilities.

Acceptable use must be legal and ethical. Acceptable use demonstrates respect for intellectual property, ownership of information, network system mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.



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All Internet and email use shall;

- Respect and uphold the law, including provincial and federal laws and regulations and/ the laws of other jurisdictions/
- Comply with LWCC's stated policies, procedures and standards.
- Be courteous and follow acceptable standards of etiquette.
- Protect privacy and confidentiality.
- Reflect responsible use of email and Internet resources.
- Use information technology resources efficiently and productively.
- Contain a clause that claims confidentiality of the contents of any communication.

Unacceptable use

In particular, the following is deemed unacceptable use or behaviour;

- Using the Internet/email for purposes unrelated to LWCC, such as personal commercial use, advertisements, solicitations or promotions.
- Using the Internet/email to send messages expressing controversial, potentially offensive and/or defamatory comments of individuals, bodies corporate or groups including, but not limited to, religion, politics and social policies.
- Visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Knowingly disseminating harassing, abusive, malicious, sexually explicit, threatening or illegal information, including jokes or cartoons.
- Publishing defamatory and/or knowingly false material about LWCC. Colleagues and/or families, business plans, policies, staff and/or internal discussions.
- Downloading or using the material, software or other intellectual property of others in violation of software licenses, copyright and trademark laws.
- Introducing any form of malicious software into the LWCC network.
- Disclosing any passwords or security means and methods adopted by LWCC.
- Engaging in any illegal activity.

Privacy considerations

Any information collected by staff in the course of their work (e.g. parent email addresses) remain the property of LWCC and may not be used for personal reasons.

Users must not send email messages containing unusually sensitive information over the Internet. Furthermore LWCC must be provided with a copy of all passwords and/or private keys needed to access LWCC-related communications (e.g. LWCC Newsletters).

LWCC owns any communication sent via emails or stored on LWCC system and /or equipment. The Coordinator/Assistant Coordinator/Board Member has the right to access any material in your email or on your computer at any time. Staff members should not consider their electronic communication, storage or access to be private if it is created or on LWCC's system and/or equipment.



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LWCC will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and email activities.

Each staff member will be given a unique user profile for the LWCC laptop/iPad. Staff usernames/passwords must be kept confidential and should not be shared with anyone.

Email is to be used for LWCC activities only. Confidential information must not be shared outside of LWCC, without authorization, at any time. Personal business should not be conducted using LWCC computer or email.

Users are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of LWCC staff and should not include language that could be constructed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory.

It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using email. These types of messages are difficult to read.

Any emails that discriminate against staff by virtue of any protected classification including race, gender, nationality, religion etc., or any otherwise harassing or intimidating, will be dealt with according to the harassment policy. Such emails are prohibited. Sending or forwarding non-business emails may result in disciplinary action.

Supervision and Monitoring

LWCC accepts the use of the Internet is a valuable communication tool. However, misuse of this tool can have a negative impact on staff productivity and the reputation of LWCC. All of the company's Internet-related resources are provided for business purposes. Therefore, LWCC maintains the right to monitor the volume of Internet traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Potential violations of this policy may result in suspension of the user's access to LWCC Internet and email resources, followed by review of any costs and/or charges incurred by LWCC. Violations of this policy may subject users to the loss of Internet and email privileges and may result in disciplinary action, up to and including termination.

Illegal acts involving LWCC Internet and email resources may also subject violators to prosecution by local, provincial and/or federal authorities. Suspected violations of the law may be referred to police agencies. LWCC may seek legal action against any violators, including damages, indemnification and costs.

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Photography and Video

Staff regularly record and post images of children in the Childcare programs as part of our emergent curriculum. These recorded images display the children's interests, their talents, their skills and their learning through activities and play. Such media vividly portray what is happening in the Childcare and are an important part of documenting our programs and the children's progress, growth and development.

The recorded images will be used for activities, portfolios or displays in our Centre. Images will not be used for any other reason, without parent/guardian permission.

If you do not wish to have your child's photo taken, please inform the Childcare's Coordinator of your wishes in writing and tell your child so they are also aware. We will ask Childcare photographers and staff to honour individual requests not to be photographed.

In the event the Childcare ever wishes to use a photo or video of a child to promote the Childcare or an event, this will only be done if we have the express written permission from the parents.

Staff, students and volunteers will only use Childcare cameras or recording devices for documentation purposes. Staff will ensure the safety and confidentiality of the children by not posting images on social networking sites. Images will only be used for educational purposes. Images will be downloaded to the Centre's computer for printing, sent electronically to be printed or brought to a photo shop on a Childcare USB stick to be printed.