Kiddies Campus Policies and Practices

_Policy Name__:_ **'EDUCA' PRIVACY AND SECURITY POLICY**

Trigger Event(s):

A child's personal information is to be entered on 'Educa'.
A parent/caregiver/other approved person is given access to the information on 'Educa'.

Rationale:

'Educa' is a tool used to store a child's personal information, e.g., name, date of birth, parent's/caregiver's names and contact details as well as images of the child and friends. It is also where a child's teacher records 'learning stories' relevant to that child. This information is private and subject to the requirements of the Official Information Act 1982, is not to be shared with others.

Te Whariki:

Goal 3 – Well-Being: Children experience an environment where they are kept safe from harm.

Recommended Procedure:

Teachers
1. Each teacher is 'allocated' a child and is responsible for maintaining the personal information pertaining to that child in 'Educa'. The teacher is responsible for putting stories and photos on the 'board' and maintaining the information about the child.
2. Learning stories for each child are to be entered into 'Educa' by the appropriate teacher.
3. Images are able to be uploaded to a child's learning stories. Such images are to avoid, as far as is practicable, identifiable images of other children, although this may be unavoidable in 'group stories'.
4. The exception to the above is if the parent/caregiver of the other child allows the image of his/her child to be used.
5. Images stored on teachers' devices are to be deleted no later than one week after the image was captured, or as soon as practicable on group chat.
6. Stories are to be completed in a timely manner.

Parents/Caregivers
1. When a child's information is loaded onto 'Educa', the parent/primary caregiver will be invited to access the information relating to their child. This is done via an email invitation.
2. Access will only be given to the parents/caregiver's child – no access will be provided to other children unless those parents grant approval for that access.
3. If information is incorrectly recorded for a child, the parent/caregiver should notify the appropriate teacher as soon as possible and corrections will be made.
4. 'Educa' allows feedback from parents and caregivers.
5. Images placed on 'Educa' by a teacher should not be downloaded and placed on the various social networking sites on the internet, especially when another child can be identified on the image.

Policy Reference Information:

Privacy Act 2020
Harmful Digital Communications Act 2015