

COMPUTER POLICY

Date of approval: 12 September 1996

Last reviewed: June 3 2004

To be reviewed as required

POLICY STATEMENTS:

The computer is for the use of the Kindergarten, for Kindergarten business only.

PROCEDURES

The computer may be used by the Director, Staff including the Book-keeper, the Management committee, the Social Director and other parents as authorized by the Director.

The computer is to remain in the Director's office. The Director's permission is to be gained before using the computer (the office may be needed for other uses e.g. confidential meetings).

Care must be taken that no confidential information is left easily accessible on the hard disk. Confidentiality is to be respected by all users at all times.

Use of the computers by the children will be for educational reasons only, and at the discretion of the Director.

Back up copies of important files should be made and kept away from the kindergarten, at the church where appropriate (in case of disk failure or theft).

Virus Protection - Use of external disks should be considered carefully. Virus protection and monitoring should be carried out regularly by anyone using external disks on the kindergarten system.

Information Ownership - of all Data, software and information: All information recorded on behalf of the kindergarten remains the property of the kindergarten, and is only for use by the kindergarten. Permission must be granted by the committee to use data owned by the kindergarten.

RELATED POLICIES

Confidentiality
Educational Program

RESPONSIBILITY

Director
Committee of Management