



Information Communication Technology (ICT) Equipment Policy

Goal:

To provide a process for the purchase, use, care and replacement of ICT equipment, and to ensure that ICT equipment is available to kaiako, tamariki and whānau.

Statement:

ICT Equipment includes but is not limited to computers (both desktop and laptop), printers, speakers, cameras, tablets, memory sticks, software, flash drives, walkie talkies and mobile phones.

Procedure:

1. All ICT equipment is primarily for use of centre business. Private usage is to be minimal and with the approval of the 'Person Responsible' (see also Mobile Phone Policy)
2. Kaiako and other adults using the equipment are expected to exercise care and to use the equipment only for its intended purpose.
3. Kaiako and other adults are expected to role model and educate tamariki in the safe and responsible use of the equipment.
4. Appropriate new items of technology will be purchased as identified.
5. Equipment provided to kaiako such as laptops and mobile phones, remain the property of the centre and kaiako are expected to take reasonable care at all times with these items.
6. Kaiako are to report any equipment failures to the 'Person Responsible'
7. Budget allocations will provide for the systematic replacement of ICT equipment.
8. Unscheduled replacement of ICT equipment will be at the discretion of the 'Person Responsible'.

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020