OZEE TECHS
YOUR LOCAL IT EXPERTS

CHILDCARE IT REPORT CARD

Sample Early Learning Centre

17 November 2026 | Completed with Centre Director

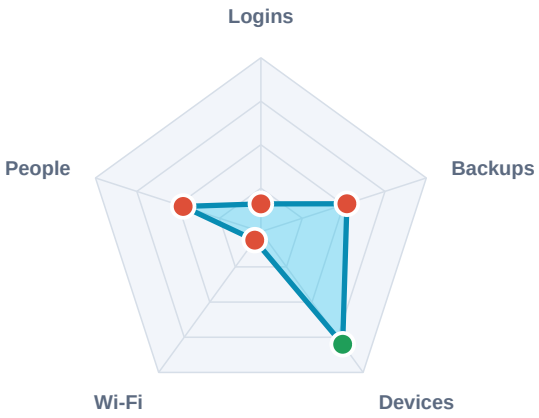


At risk

A single lost password or failed computer could stop the centre or expose family records. The first three fixes below remove most of that risk.

4 of 14	10	65
checks fully in place	gaps to close	your score after the first three fixes

Where you stand



E	Logins and access	16 / 100
D	Backups and records	52 / 100
B	Computers and tablets	80 / 100
E	Wi-Fi and internet	0 / 100
D	People and plan	47 / 100

How your centre would cope

EXPOSED

If a staff email password is stolen

Nothing stands between a stolen password and your inbox.

EXPOSED

If the office computer dies or is stolen

Files on that computer would be gone and work would stop.

EXPOSED

If a staff member leaves suddenly

They would keep access to email, Wi-Fi and shared logins.

COVERED

If a room tablet goes missing

It is locked, and records sit in approved systems.

Your action plan

The fixes that remove the most risk, in order.

1 ANSWERED NO

Turn on two-step sign-in for email

Stolen email passwords are the most common way small businesses get broken into. A second step blocks nearly all of those attempts.

HOW WE FIX IT

We turn on two-step sign-in for every account and walk each staff member through it.

2 ANSWERED NOT SURE

Remove access the day staff leave

Old accounts still open family records and email long after a person has gone.

HOW WE FIX IT

You send one message when someone leaves. We close the account and hand their email to whoever needs it.

3 ANSWERED NO

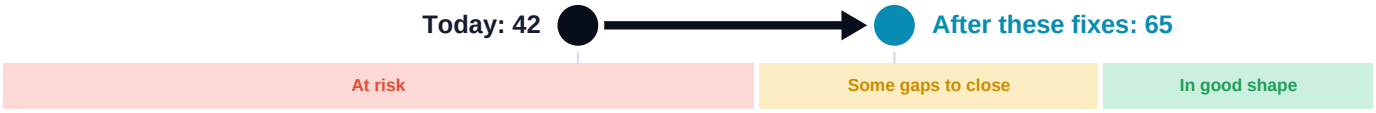
Test that the backup can be restored

A backup nobody has tested often turns out to be empty, full or months old.

HOW WE FIX IT

We run a restore test and show you the recovered file.

Where these fixes take your score



Next on the list

4. Separate guest Wi-Fi from the office
5. Have a plan for a dead office computer
6. Back up centre files automatically
7. Change the Wi-Fi and router passwords
8. Give every staff member their own login
9. Get every computer onto a supported system
10. Show staff how to spot scam emails

Already in place

- ✓ Keep family records in approved systems only
- ✓ Have someone watch security on every computer
- ✓ Lock and update the room tablets
- ✓ Have one IT contact and a supplier list

One number for all of your centre's IT

- We fix what we can, onsite or remotely.
- If it needs your internet provider, printer company or software supplier, we chase them for you.
- Two hours of onsite visits included each month where needed.
- The same technician every time, with a current Working with Children Check.

Talk to Shakeel

0473 377 711

ozeetechs.com.au

This report is a guide based on the answers given on the day. It is not a full security audit.