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Technology and Electronic Media Policy

Policy Statement

Digital technologies and computers have become an integral part of many children’s daily lives. For this reason, it is important that our educators are not only familiar with the use of digital technologies, but are able to guide children’s understanding of, and ability interact, engage access and use a range of digital technology. Technology and media items will only be used as an extension to the daily program assisting in the development of social, physical, emotional, cognitive, language and creative potential of each child. Digital technology can be helpful in the retelling of stories about our culture, help to celebrate diversity and assist in providing and inclusive and equitable educational program.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational Program
76	Information about educational program to be given to parents
84	Awareness of child protection law
149	Volunteers and students
155	Interactions with children
156	Relationships in groups
168	Education and care services must have policies and procedures
181-184	Confidentiality of records and storage of records
156	Relationships in groups

Procedure

Technology and media items will only be used as an extension to the daily program assisting in the development of social, physical, emotional, cognitive, language and creative potential of each child. Digital technology can be helpful in the retelling of stories about our culture, help to celebrate diversity and assist in providing an inclusive and equitable educational program. At all times, educators will provide a child safe environment and supervise children when using technology to minimise the opportunity for abuse or other harm to occur (Child Safe Standard 8).

Some appropriate times for video/visual activity are:

1. When children require restful periods such as the end of the term
2. If the weather is not suitable for outside activity (e.g. poor air quality, excessive heat and or rain).
3. Or if an educator or a child has an educational/extra curricula video that they wish to share.

The Approved Provider/Management/Nominated Supervisor will:

- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy
- families are aware of this *Technology and Electronic Media Policy*
- promote and support a child safe environment
- embed the National Child Safe Principles into the organisational structure and operations [or state specific Child Safe Standards]
- ensure all staff, educators, volunteers and students are aware of current child protection law, National Child Safe Standards and their obligation to protect children from harm
- record WWCC/vulnerable people checks of volunteers and students
- maintain a positive culture that includes and promotes safe, responsible and respectful use of digital devices and online services

In relation to children, Educators will:

- consider the developmental levels of children when using technology for learning
- support children's natural curiosity for technology within the service.
- only provide programs or apps that they have viewed and assessed prior to introducing to children
- only provide games that are age-appropriate and non-violent
- strictly supervise all children engaged in using technology
- build on children's learning and inspire the ongoing and enthusiastic acquisition of knowledge through technology
- use technology to build on current projects and document children's learning
- limit the amount of time spent on screens as per recommended screen times
- support children in turn-taking and learning to share when using digital technologies in collaboration with others
- discuss with children the role of screen time in their lives and support them in making appropriate choices about their use of screen time for both education and recreation
- model appropriate screen behaviours and self-regulation to the children
- encourage alternative leisure experiences for rest and relaxation that are not always technology-reliant

- ensure that under no circumstances the screen is used as a reward or to manage challenging behaviours
- educate and support children to begin to develop skills to critically evaluate sources of information on the internet
- participate in professional development opportunities about online safety and digital technology
- ensure children's personal information where children can be identified such as name, address, age, date of birth etc is not shared online
- ensure they are aware of their mandatory reporting requirements and report any concerns related to child safety including inappropriate use of digital technology to the Approved Provider or Nominated Supervisor.

In relation to families, our service will:

- provide information regarding online safety to families [eSafetyparents](#)
- provide families with information about the digital technology used within the service
- provide information and advice to families about the selection of digital media content, apps and games that are appropriate for use by school aged children
- provide information about the apps and programs used within the service
- request written consent from parents/families to collect and share personal information, images or videos of their children online (website, Facebook or newsletters).

Children's responsibilities

- Will not have access to the internet whilst at the service, we do allow children to search topics under the direct supervision of staff educators
- Must always leave mobile phones either in school bags or in the office unless specific permission is given from the parent/guardian of the child
- Educators to be aware of children who have access to smart watches
- Should a child need to contact a parent/guardian, they must inform a staff member and ask the staff member to contact their parent whilst they are present. Parents/guardians are only permitted to contact their children via the service mobile – 0499 899 277.
- Children are not permitted to take photographs, send SMS messages, or access the internet from their smartwatches and not allowed other children to access. .
- Children will take their own responsibility for any electronic devices they bring from home
- Will not use social media to harass or bully others

Families and visitors

- May not use a personal camera or mobile phone to take photographs at the service or an outing organised by the service unless they are only taking images of their own child
- Must not post information about the service, educators, management, families or any matters relating to the service on a social networking site
- Ensure that only G or PG rated DVD's or games be brought to the service by their children
- Must not use social media to harass or bully others

General

- Material should be varied and be both recreational and educational. TV, DVDs, film, video, videos games, computer games, iPad/pic collages and or music may be planned as part of the program and advertised in the program to the parents/guardians, but again is not to be used as a daily activity.
- Children are not to take pictures of other children with their own electronic devices at any time.
- Occasionally children are assisted by educators to utilise the iPad for movie making, star gazing etc.
- Children who are not allowed to have their photograph taken will be directed to an alternative activity.
- Parent/Guardian permission will be sought through the services enrolment form in regards to children watching G and or PG rated videos/DVDs and the use of iPad. Educators where possible should preview

or listen to the TV, film, DVD's, video, video games or music and ensure the material or music being provided is suitable for the varied age group of children attending as well as acknowledging that children's perceptions may differ from adults.

- Children should continue to be provided with other activities during the showing of a video and be properly supervised, even if the majority of the children are attending the viewing.
- Video recordings of children by educators will enhance self-esteem as does electronic photo appliances. They provide a record of particular educational programming and learning opportunities, excursions, dramatic play and complement storytelling and educator evaluation. These videos will only be viewed at the service.
- If a child features in a video and or photos on the service website a separate permission form will need to be completed by parents/guardians.
- If showing a PG rated classification to the older children, for example Children 9 and older, educators should be aware of the setup of the room to accommodate this within the program.
- Educators should take into consideration feedback from families regarding suitable material that the service is exposing children, some material may offend families' beliefs and culture.
- All devices are password protected with access for staff only

Movie classifications

GENERAL (G): the classifications if for general audience. However, it does not necessarily indicate that children will enjoy the film or computer games. Some G films and games contain themes, storylines or game play that does not interest children.

PARENTAL GUIDANCE (PG): material classified PG may contain material which some children find confusing or upsetting, and may require the guidance of parents or guardians. It is not recommended for viewing by persons under 15 years of age without guidance from parents or guardians.

NOTE: Movies or games rated M, MA15+, R18+ and x18+ are not suitable under any circumstances for children under the age of 15 years.

Source

ACECQA. (2023). [Embedding the National Child Safe Principles. NQF 2019 Review](#)

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Australia Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework.](#)

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Australian Government Department of Health and Aged Care. (2014). [Australia's Physical Activity and Sedentary Behaviour Guidelines:](#)

Early Childhood Australia *Statement on young children and digital technologies.* (2018).

Education and Care Services National Regulations. (Amended 2023).

Fair Work Act 2009 (Cth).

NSW Department of Education. (2021). *Implementing the Child Safe Standards. A guide for early childhood education and care and outside school hours care services.*

NSW Office of the Children's Guardian. (2020). [Guide to the Child Safe Standards](#)

Revised National Quality Standard. (2023).

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