Technology Usage Policy

NQS

QA1	1.1.1	1.1.1 Approved Learning Framework - Curriculum decision making contributes to each child's learning and development outcomes 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.
	1.2.1	Intentional teaching -Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
QA4	4.2.2	Professional Standards - Professional standards guide practice, interactions and relationships.

National Regulations

Regs	73	Educational programs

My Time, Our Place

LO5	Children collaborate with others, express ideas and make meaning using a range of media and communication technologies

Aim

The Service will encourage children to engage with media and technology for fun and to enhance learning to assist in the development of social, physical, emotional, cognitive, language and creative potential of each child.

Related Policies

Enrolment Policy
Education, Curriculum and Learning Policy
Social Networking Usage Policy

Who is affected by this policy?

Educators
Children
Families
Management

Implementation

Information technology (IT) devices include, but are not limited to, computers, laptops, iPads, tablets, Smart Boards, televisions (including smart TVs) and DVD players.

Service IT devices

- IT devices at the service may only be used for work relevant to the operations and activities of the service. Examples of these activities include administration, research, programming and professional development

- Educators will encourage children to use information technology to express ideas, access images, information and explore diverse perspectives. Technologies will be integrated into children's play and leisure activities

- Music, videos etc may be streamed if it is relevant to the children's learning or professional development undertaken by educators. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube

- Our service will discuss the protocols we have in place for accessing the computer and other technologies with children and parents. We will install software that blocks inappropriate websites and ensure children are supervised when accessing the internet and other technologies

  - "Television, DVDs and videos etc will be used where relevant to enhance curriculum activities and never used as a substitution for interactions and collaborative learning between educators and children, **or to manage children's behaviour**. Educators will sit with children to monitor and discuss any aspects of the content they are viewing, **and will role model appropriate screen behaviours**."

- All screen content viewed by children at the service must, for example:

- assist in expanding the content of the curriculum
- be suitable to the needs and development levels of each child watching
- hold the interests of the children watching
- be carefully selected with suitable content eg content depicting violence like graphic news reports will not be shown
- be rated 'G' or 'PG' if relevant (eg videos).

- The time children spend watching content on IT devices at the service will be consistent with the Federal Government's 'Physical Activity and Sedentary Behaviour Guidelines' ie no more than two hours per day. Educators will take into consideration the time children may also spend watching screen content or using electronic media for entertainment at home

Personal IT devices

Educators must not access personal IT devices (eg smart phones, iPads, tablets) while interacting with children or contributing to service ratios.

Any educators or staff members found to be using IT devices inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct. Illegal conduct will be reported to the Police or appropriate authority. Outcomes of inappropriate or illegal conduct include termination of employment.

Educators will supervise children who are using personal IT devices to ensure content is appropriate and suitable for sharing with other children at the service. Educators may confiscate personal IT devices for the duration of the session if they believe content is inappropriate.

Sources
National Quality Standard
My Time Our Place Framework for School Age Care
Education and Care Services National Law and Regulations
Physical Activity and Sedentary Behaviour Guidelines – Federal Government

Review

The policy will be reviewed annually by:

- Management

- Employees

- Parents

- Interested Parties.

Reviewed: March 1st, 2020   **Date for next review: March 1st, 2021**