



Digital Technologies Policy

National Quality Standards:

Area 1 - Educational Program and Practice

Standard 1.1 - Program

Elements:

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.

Area 2 - Children's Health and Safety

Standard 2.2 - Safety

Elements:

2.2.1: Supervision

At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

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.

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 73	Educational Program
Reg. 76	Information about educational program to be given to parents
Reg. 155	Interactions with children
Reg. 156	Relationships in groups
Reg. 181-184	Confidentiality of records and storage of records

Related Policies:

- Providing a child safe environment
- Behaviour Guidance
- Child Protection



- Governance, management and record keeping

Policy Statement:

Adventure OSHC values hands-on, active and outdoor learning, and therefore the use of digital technologies will be kept to a minimum at our services. In addition to this, the NSW Government's National Guidelines for screen time states that across a period of 24hrs, children aged 5-17 years should have no more than 2 hrs per day of sedentary screen time.

Adventure OSHC aims to align ourselves with the school's policy of zero usage of these devices as a means of encouraging social interactions, participation, educational and recreational experiences.

Staff at Adventure OSHC will model acceptable use of digital technologies and will also guide children in doing so. The safety and comfort of all individuals within our service is of the utmost importance to us, and therefore the use of digital technologies will be taken into consideration at all times as staff work to create a safe environment.

Purpose:

Adventure OSHC staff, children and families will have an understanding of how digital technologies are used in a safe manner within our service and which digital technologies are and are not accepted.

Scope:

This policy applies to children, families and all Adventure OSHC Educators and staff.

Implementation:

In the OSHC environment, digital technologies such as iPads, laptops and projectors will be used where necessary to implement an engaging and educational program.

Examples of technology used within our service may include:

- Touchscreen devices such as tablets (iPads)
- Laptops
- Interactive whiteboards/data projectors
- Robotic toys such as bee bots
- Mobile phones (Educator use - daily attendance and child information through the Playground app which is linked to Xplor).
- Speakers to play music



Guidelines for the use of technology within our service

- Devices brought to the service by children are not to be used during before/after school care or vacation care. This includes, but is not limited to, **mobile phones, iPads, laptops and smart watches**. All devices must be left in the child's bag or in a location specified by the service. Where children do not adhere to this, parents will be notified and a warning will be provided. Where the coordinator and/or nominated supervisor feel that enough warnings have been given, suspension from the service will be considered as per our behaviour guidance policy.
- Hands-on and outdoor learning experiences will always be prioritised, with the use of digital technologies occurring as a means to expand on this (e.g. further research of a topic).
- Digital technologies may be used where poor weather conditions pose a challenge to outdoor activities. In these instances, movement based activities such as 'Just Dance' or creative activities such as guided drawing will be prioritised.
- Any programs used or viewed by the children at our services will be carefully selected to ensure the nature of the program is developmentally appropriate for the child.

MANAGEMENT/NOMINATED SUPERVISOR WILL:

- Work with all staff and children to create and maintain an environment where digital technologies are used only in an appropriate and respectful manner
- Identify any instances where extra training for staff may be required when it comes to the use of digital technologies
- Ensure all staff are aware of their responsibilities as Mandatory Reporters and have an in depth understanding of child safe practices
- Report any breaches of Child Protection Legislation to the relevant authorities - NSW Police, NQAITS portal
- Reflect on and adapt the service's physical environment to ensure that children are engaging in the safe use of digital technologies where necessary (e.g. ensuring screens are visible to educators)
- Ensure all devices used by the services that contain confidential information are password protected and that only those working directly with the company have access to these passwords
- Provide information about the use of technology within the service to families
- Seek permission from families regarding the use of photographs of their children on digital platforms (e.g. Observations, website) and in physical form (e.g. on the wall in the hall, on banners and flyers)

EDUCATORS WILL:

- Comply with Adventure OSHC's employee code of conduct, current legislation and service policies
- Only take photos of children using the service phone for the purposes of writing observations where parents have consented to this

ADVENTURE OSHC



- Model the appropriate use of digital technologies
- Not use personal devices when working with children, other than in the case of an emergency
- Logout of computers and software programs after each use
- Not use personal mobile devices to take photos at the OSHC Service, access social media (Facebook, Instagram or other) or breach children and families' privacy
- Ensure that they are aware of their Mandatory Reporting requirements
- Ensure children's personal information where children can be identified is not shared online e.g. address, age, date of birth
- Only permit children to use digital technologies when it is part of the program, and where they can be monitored closely
- Ensure children engaging in the use of digital technologies are only doing so with programs that contain appropriate content for their age and developmental stage
- Provide a child safe environment - remind children that if they encounter anything unexpected that makes them feel uncomfortable, scared or upset, they can seek support from educators
- Encourage children to engage in leisure activities that are not always reliant on the use of digital technologies

FAMILIES WILL:

- Support Adventure OSHC in the implementation of this policy by speaking with their children around the guidelines of digital technology use at our service
- Notify management where they have any concerns around the use of digital technologies at the service or child protection
- Provide or remove consent regarding the use of photographs of their child within the service (Consent is sought through an online form sent out to families. Please reach out to the coordinator of your service if you have not received this)

Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards
- NSW Government - Managing Screen Time - <https://www.nsw.gov.au/education-and-training/digital-citizenship/parents-and-careers/managing-screen-time>

Version control created	12 June 2024
Next review	June 2025