

Technology Use Policy and Procedure

Title:	Technology Use Policy and Procedure		
Last Reviewed:	October 2015	Next review due:	September 2016
NQF Reference:	National Law section 167 National Regulations 73, 168 NQS 1, 4		

Technology¹ is an integral part of our lives and a skill that is required in today's society, however it is important to monitor a child's screen time². Technology¹ when used in line with Australian Recommended Guidelines³ may have a positive impact on the implementation of the program and children's engagement with peers, development of mathematical, logical and spatial concepts and turn taking.

There is a distinction between passive and active screen time.

Passive screen time involves sedentary screen based activities and passively receiving screen based information such as watching TV or a DVD. Children learn less from passive screen time than from equivalent real life experiences. Whereas active screen time involves cognitively or physically engaging with screen based activities such as playing video games or completing homework on the computer.

Policy

Blackmans Bay Childrens Services will ensure technology¹ used within the service supports children's development and learning opportunities, assisting in the development of each child's social, physical, emotional, cognitive, language and creative potential. Blackmans Bay Childrens Services will ensure technology¹ is used line with Australian Guideline Recommendations.

This policy also incorporates all relevant state and federal laws regarding computer/technology use. Where an educator, or other relevant individual, uses a computer (or other form of technology¹) at, or in relation to, the service in a way that breaks a law, the service will take the appropriate required action (e.g. reporting the incident to the Tasmania Police). Furthermore, the educator or individual will face an enquiry held by the Board of Directors and other relevant parties to assess whether this conduct will affect their role within the service's operations.

Computer and Related Technology Use

Computers at the service may only be used for work related purposes and activities relevant to the operations of the service. Examples of these activities include administration, research, programming and professional development. Where a staff member is unsure of the relevance or appropriateness of an action, they may verify this with the Senior Management Team prior to engaging in the activity.

Educators use of technology¹

- Educators will role model appropriate use of technology¹ to children at all times, including limiting their own screen time and not accessing social media while educating and caring for children.
- All images taken of children will be appropriate, and will only be used in line with written parental permission for each child.
- Where an educator accesses the internet while educating and caring for children it must be for the purpose of developing or supporting the program.

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- Access must be from a device authorised for use by the service (e.g. not a personal mobile phone or other electronic device - whether they are using the service's Wi-Fi or their personal data plans).
- If an educator has brought in their own device to complete work, educators will follow the premise that what they are doing whilst on their laptop is relevant to their job roles at the service.
- Where an educator removes a computer or other electronic device (including USB/SD/memory cards) owned by the service from the service premise, the electronic device must only to be used in relation to the program or related experience, and not for personal use. The device must be signed in and out on the *Technology Use Register* and may only be removed from the service premises with the permission of the Director or Service Coordinator.
- Hard drives that belong to the service are not to be removed from the service premises.
- Any device containing details relating to the service must be stored in an appropriately secure place.
- Any educators found to be using a computer or other electronic device inappropriately will face an enquiry by the Board of Directors and other relevant parties to decide a course of action based on the severity of their misconduct.

Children may only use technology¹ (e.g. television, computers, DVD players or electronic game consoles, ipods, ipads, smart phones) **where:**

- parental permission has been granted, including specific permission for viewing movies and the associated rating;
- screen time is of an age appropriate content and rating (i.e. G/PG rating) and in line with the Australian Recommended Guidelines² (Further details included in *Television, DVD Player and Electronic Game Console Use* below);
- access to a computer, the internet and other electronic devices will be directly supervised by an educator and used for educational purposes only;
- its inclusion is extended through intentional educator discussions with children (e.g. the content, concepts, language, feelings);
- use of social media sites (e.g. facebook, twitter) is excluded;
- Recommended screen time:
 - No more than two hours screen time per day (excluding educational purposes) for children over five years of age;
 - Children under 5 years - less than one hour per day; and
 - Children under two years - no screen time is recommended.

Television, DVD Player, Electronic Game Console Use

In addition, where children are engaged in screen time at the service, the following must also be applied:

- When determining the suitability of the proposed program (e.g. movies, television program) educators will view the program/movie prior to children's viewing.
- The program is to be of an appropriate content and rating (i.e. G/PG) in line with the Australian Recommended Guidelines² and individual parental permissions.
- Where parental permission has not be given or a child does not wish to engage in screen time, alternate educational options are to be offered.

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- As with the use of all technology¹, television/screen time will only be used as an additional tool to enhance curriculum activities, not a substitution. Guidelines for use are:
 - To assist in expanding the content of the daily program and current affairs.
 - Be suitable to the needs and development levels of each child watching.
 - Chosen programs are anticipated to hold the interests of the children.
- Educators will sit with children to monitor and discuss any aspects of the program being viewed. Parental feedback is welcomed.
- Where appropriate, the children's interests and views will be included in the selection process.
- For children five years and over, screen time will be for a maximum of 30 minutes in duration at a time, and in line with the Australian Recommended Guidelines (The exception to this section is where parental permission has been given for viewing a movie).

CD / iPod / Music Usage

- Music may be used, not a substitution, but as an additional tool to enhance curriculum activities and the program for all children. Where music is used it must:
 - Be downloaded from a legal source such as iTunes or YouTube and is relevant to the children's learning or research;
 - be individually assessed (CD's, iPod etc.) as to the appropriateness of the content, prior to playing in the children's presence;
 - the radio is not to be turned on in the environment where children are present as the content cannot be controlled;
 - reflect and be inclusive of cultural diversity.

Related Policies

- Acceptance and Refusal of Authorisations Policy and Procedure
- Excursion Policy and Procedure
- Staff Policy and Procedure
- Supervision Policy and Procedure

Sources

- www.kidshealth.org
- www.sahealth.sa.gov.au
- www.raisingchildren.net.au
- kidsafe
- ACECQA
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*

¹ For the purposes of this document, 'Technology' is defined as television (shows, movies, dvd players), smart phones (internet, games), computer usage (word documents, email, internet, games), electronic game consoles, ipods, ipads, tablets and smart phones.

² Screen time may include television (shows, movies, dvds), smart phones (internet, games etc.) or computer usage (word documents, email, internet, games, social media etc.).

³ Department of Health and Ageing; Commonwealth of Australia; Australia's Physical Activity Recommendations.

