



## SAFE USE OF DIGITAL TECHNOLOGIES & ONLINE ENVIRONMENTS POLICY

(This is one component of our Child Safe Environment Policies)

### **AIM**

Children's safety and wellbeing are paramount at our service. This includes the safe use of digital technologies and online environments and the use of digital technologies to children's learning and development as well as maintaining records. This policy outlines the procedures for all digital technologies to ensure families are informed in their decision making.

### **PROCEDURE**

#### **Safe use of digital technologies and online environments**

- All Staff and volunteers will read and acknowledge the 'Safe and Responsible Use of Service Technology' statement.
- The service chooses to minimise the use of digital technologies with children during their time at preschool. This is to support families to allocate their screen time use each day and to maximise the children's engagement within the program.
- Children are supported with their access to digital devices while researching information to expand their learning. Educators ensure age-appropriate resources are used.
- Children are also provided opportunity to document their own experiences through photos and videos of their experiences. These are used and stored as outlined in the below procedures.
- The service has a social media account which is used to share event and child development information with our community. The Directors are the only persons with access to this platform
- All data collected and stored in cloud-based servers are password protected and all data complies with appropriate laws and regulation.
- The Staff will ensure all personal digital devices, capable of capturing and storing images and videos, will not be accessible to them while working directly with the children. Any exceptions to this are to be limited and for essential purposes that have been authorised by the Nominated Supervisor or Director, and where access does not impede the active supervision of the children.
  - Essential purposes for which use and / or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children include: communication in an emergency, personal health requirements, disability supports, family necessity, technology failure
- Personal devices are to be used in designated areas only, the office and staff room, and only when not in direct contact with children, unless there is a current authorisation in place.
- Visitors are to leave their devices in the office while on the premises or in their car. Exemptions to this apply to EC professionals, such as speech therapists, occupational therapists and Early Intervention specialists, who use their devices to record developmental data for their specific clients. The Nominated Supervisor and Director are to ensure they are aware of their responsibilities and safe use of this device while on the premises (only capturing the data of their client and no other children, and to ensure photos are not captured of other

preschool children to ensure their safety, also ensuring inaccessibility to preschool issued devices to safeguard data transfers.)

- Families can have their personal devices on them at drop off and pick up. They will use service issued devices to sign in and out, to minimise the need for their device to be in use. When staying for visits or extended periods they must leave their device off premises or in the office. No family is allowed to capture another child's image while they are engaging in the day-to-day program at preschool. When the preschool hosts or attends community events (outside day to day programs), there is no way to monitor and ensure children's images are not captured by other families or community members.

### **Taking, use, storage and destruction of images and videos of children**

- Authorisation will be gained from families throughout the enrolment process. Families who do not provide authorization will be contacted as per the enrolment policy.
- Families can withdraw their consent at any time.
- All images and videos of children will be taken on service issued devices.
- Images are transferred between devices to a closed-circuit computer, not on the shareable network, via AirDrop. This is where they remain stored, accessible only while at the service.
- When data is being transferred there is to be no personal device accessible to ensure data safety.
- There are no authorities for images to be transferred, stored or shared outside the service devices.
- Images and videos will be used for developmental documentation purposes and in some instances media articles
- Images and Videos are shared with families via the Service App and within the child's portfolio.
- All digital images and videos will remain at preschool on service issues computers
- At the end of each calendar year all stored images and videos will be deleted from service issues computers in preparation for the following year.
- All devices used are password protected. Passwords are only issued to Teachers and Educators

### **The use of Closed-Circuit Television**

- CCTV is installed at preschool for the purposes of ensuring safety of the premises after hours and to ensure the safety and wellbeing of the children and Employees.
- The Nominated Supervisor and Director are the only people with access to the footage.
- Surveillance devices are located at the entrances to the building and in the main preschool room.
- There are no CCTV devices in or near the bathrooms to ensure children's privacy is maintained.

Children, Educators and families can raise concerns about digital technologies to the Directors or Management.

### **Attachment:**

'Safe and Responsible Use of Service Technology' statement

National Quality Standards: QA2: 2.2.1, 2.2.3; QA3 – 3.1.1, 3.1.2; QA5 - 5.1.1, 5.2.2; QA7 - 7.1.1, 7.1.2

Law: Sections 165 – Adequate supervision; 167 – Protection of children from harm or hazard

Regulations: 168, 169, 170, 171, 172, 175

Sources used to write policy: ACECQA [Safe use of Digital Technologies and Online Environments Policy Guidelines](#).

National Model Code for ECEC (ACECQA). [eSafetyCommissioner](#) - eSafety checklist for early learning services.

(Reviewed annually with NQF and QIP)

**Date last amended 10.06.25**