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Technology Policy

Policy Statement

Wideview Outside School Hours Care Service (WOOSHC) recognises that technology is a vital tool in education and care in the modern world. We encourage children to engage with technology and media not only to enhance learning and support social, physical, emotional, cognitive, language and creative development, but also for fun.

Technology is a powerful tool enabling instant communication between educators, when needed. However, we also recognize that technology can pose a risk of exposure to inappropriate material, and distraction from other duties. At WOOSHC we take these risks seriously and seek to minimise risk through appropriate usage and procedures.

Links to Education and Care Services National Regulations and National Quality Standard

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational program

Procedure

1. Staff Use of WOOSHC Devices:

- 1.1 All WOOSHC devices are to be used to support the management of the service and the children within our care.
- 1.2 WOOSHC devices must not be used for personal reasons without prior consent from the management team on each occasion.
- 1.3 Devices, whether WOOSHC or personal, must not be used to access inappropriate materials.
- 1.4 WOOSHC devices must not be altered or changed in any way by anyone other than the management team. This includes changing passwords, configurations, system settings, typing/word shortcuts and other configurable options.
- 1.5 Any breach of the above will lead to disciplinary action, up to and including instant dismissal.

2. Office Computers

- 2.1 The office computers are for use of staff only, apart from in special circumstances. It contains records of children's enrolment, and family details, and as such, at WOOSHC, we maintain vigilance in ensuring the security of this information. To ensure private information contained on the computers remains secure, there are separate accounts set up, with different levels of access.
- 2.2 Management have access to both computers. Staff can access records on the Assistant Manager's computer but do not have access to the Managers Computer.
- 2.3 In special circumstances, children may use the Assistant Manager's computer, under supervision of an educator.

2.4 All accounts should be logged out if the computer is to be left unattended.

3. Children's Use of WOOSHC Devices:

3.1 Children may use the iPad's, game consoles and television under supervision. Usage of these devices must be monitored and time limits pertaining to device usage must be maintained. These time limits (set out below) are in place to ensure children are also socially and physically active whilst in attendance at WOOSHC.

3.2 The blue and purple iPads are for staff use and parent sign in/out, these should not be given to children to use (unless permission is given) The other iPad/ tablets are available for child usage under supervision. These are password protected, and the children are not to be given passwords.

3.3 Any photos taken using tablets must be suitable for use in observations or for publicity and display. All photos should be deleted regularly.

3.4 Game Consoles (Wii, XBOX and PlayStation) and Computers must be monitored and time limits of approximately 10 minutes per child maintained. Staff can utilise the timers to remind children of the times and for turn taking.

3.5 The television will be used at the discretion of the Responsible Person on duty, Programs depicting violence and/or inappropriate content will not be shown. TV programs or videos will only be shown that have positive messages and are child appropriate, ratings will be considered for children, taking into account ages of children viewing the program.

4. Staff usage of personal devices

4.1 Responsible Person's may have phones on them for the purposes of emergency/contact during shifts. The phone should be on silent mode and used only if needed for work purposes, or with approval from the Manager.

4.2 Educators should not have phones on their person during shift unless with permission from the Team Leader on shift, if Educators have phones on them, the phone should be on silent mode and may not be used, other than for the purpose discussed with the Team Leader. Personal phones should be left in the office during shift.

4.3 Personal devices are not to be accessed during work hours, unless in an emergency, or with prior permission from the management team. Use of personal devices to show children images, play music or take photographs is not allowed, Educators can access WOOSHC technology devices for these purposes. Personal devices can only be used with permission gained from the management team, if a personal device is used for photographs, photographs must be deleted immediately after they are transferred to WOOSHC.

4.4 Active use of a personal device in service hours, without permission of the management team, will result in disciplinary action, up to and including immediate dismissal.

5. Child usage of personal devices

5.1 children may be permitted to bring devices from home on set days allocated by management, prior notice will be given to families.

5.2 The service takes no responsibility for any device brought to the service, we cannot ensure that devices will not be lost, stolen, or broken.

5.3 Usage of devices on these days will be allowed and programmed for. Usage outside these times/days will not be permitted and will result in the device being confiscated and stored in the office and returned to the parents at collection.

5.4 These rules ensure children remain socially and physically active whilst in attendance at WOOSHC as well as balancing technology.

5.5 Children must have permission from the management team to use personal devices outside of these times. Usage restrictions will be determined by management, in consultation with parents/guardians.

Sources, further reading and useful websites

- Education and Care Services National Regulations
- *Fair Work Act*
- Guide to the National Quality Standard.
- Revised National Quality Standard. (2018).
- The Australian Council on Children and the Media for the Australian Research Alliance for Children and Youth. (2011). Television and young children: Quality, choice and the role of parents:

Policy review information -

The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Review Date	Date completed	By Whom	Collaborated	Comment
July 2020	Aug 2020	Brandi (Manager)	Staff Committee Parents	
Aug 2021	Nov 2021	Brandi (Manager)		
Nov 2022	Nov 2022	Brandi (Manager)		
Nov 2023	23 Nov 23	Brandi (Manager)		
Nov 2024	28 Nov 24	Brandi (Manager)		
Nov 2025				