



## Technology Usage Policy

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### NQS

QA1	1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
QA4	4.2.1	Professional standards guide practice, interactions and relationships.

### National Regulations

Regs	73	Educational programs
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### My Time, Our Place

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

#### Document Control:

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## Who is affected by this policy?

Educators  
Children  
Families  
Management

## Implementation

### Computer and Related Technology Usage

- Computers 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 from the computer as part of the children's engagement with information technology 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.
- If an educator has brought in their own laptop 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.
- For those educators who can access the internet from their mobile phone, it is preferred that educators do not access the internet (whether they are using the service's Wi-Fi or their personal data plans) via their mobile phones but rather use the service's computers for work relating to their job role.

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- Any educators found to be using the computers inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct.
- This policy is also inclusive of state and federal laws regarding computer usage. Should educators or other relevant individuals use the service’s computers in a way that breaks a law, the service will take the appropriate required action (eg. Reporting to the police). Furthermore, the educator or individual will face an enquiry held by management and other relevant parties to assess whether this conduct will affect their role within the service’s operations.

### Television and DVD Player Usage

The T.V will be an additional tool to enhance curriculum activities, not a substitution.

Guidelines for use would be:

- To assist in expanding childrens’ development and learning.
- Be suitable to the needs and development levels of each child watching.
- Chosen programs should hold the interests of the children
- Can be used when inclement weather keeps children indoors.

Programs must be carefully selected with suitable content. Programs depicting violence e.g. graphic news reports should not be shown. Children are to view **'G' rated** videos only. Videos rated ‘PG’ may be viewed with parental permission.

Educators will supervise the children to monitor and discuss any aspects of the video or television program they are viewing.

## Sources

National Quality Standard  
My Time Our Place Framework for School Age Care  
Education and Care Services National Regulations 2011

## Review

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The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties.

**Reviewed: September 2016**

**Date for next review: September 2017**

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