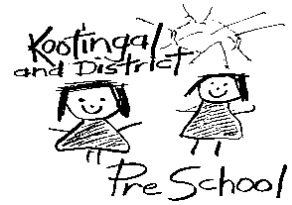


Quality Area 2: Safe use of digital technologies and online environments



Devices

Introduction

Kootingal and District Preschool ensures that they have appropriate policies, procedures, risk assessments and authorisations in place to ensure the safe and responsible use of digital technology and online environments by children, educators, staff, visitors, volunteers and families.

Goals – What are we going to do?

Kootingal and District Preschool follows the Education and Care Services National Regulations 168(2) (ha), that requires the approved provider to ensure that policies and procedures address the safe use of digital technology and online environment, including:

- Clearly outlining how images and videos will be taken, used, stored and destroyed
- Ensuring authorisations include specific transportation details
- Establishing procedures for all digital devices, including expectations for appropriate use, restricted access and secure data handling
- Implementing procedures for the supervised and age-appropriate use of digital devices by children, including restrictions on device access and internet usage

Working in conjunction with the Safe Use of Digital Technologies and Online Environments Policy, this procedure provides clear guidance to ensure the safe and responsible use of digital devices and online environments by children, families, staff, educators, students and volunteers whilst at the Service. In adopting the National Model Code, our service considers the purpose and use of electronic and digital devices across the service and communicates clear expectations for educators, other staff and volunteers, to ensure child safe practices are implemented for the use of electronic and digital devices while providing early childhood education and care.

Strategies – To achieve our goals

Safe use of digital technologies and devices

- review the Service's Safe Use of Digital Technologies and Online Environments Policy annually in collaboration with educators, staff, families and children
- inform parents/guardians of the Service's Safe Use of Digital Technologies and Online Environments Policy and procedures upon enrolment
- inform educators and staff of the Safe Use of Digital Technologies and Online Environments Policy and procedures during orientation and induction
- keep records of inductions and regular training completed by educators and staff
- identify technology training needs of educators for professional development
- provide regular training for all educators and staff on reporting obligations, including mandatory reporting and child safe practices

- provide professional development, information and resources to educators relating to the safe use of digital technologies and online environments from the e-Safety Commissioner- Early Years Program
- implement the National Model Code and Guidelines and ensure management, staff and educators adhere to these recommendations for taking images or video of children
- inform educators, staff, volunteers and students that personal devices or storage devices must not be used or in their possession when working directly with children, including tablets, mobile phones or smart watches that can capture images or videos
- Discuss with educators' terms regarding sharing personal data online; ensure children's personal information where children can be identified such as name, address, age, date of birth etc is not shared online
- inform families of examples of digital technology and electronic devices used at the Service, which may include:
 - touchscreen devices- tablets (iPads)
 - internet and information literacy skills
 - smart toys/robotic toys- such as bee bots
 - scanners
 - interactive whiteboards/data projectors
- develop and maintain an Electronic Device Register for all electronic devices purchased and used at the Service
- inform families that personal electronic devices are not to be brought to the Service by children
- ensure that personal device's brought to the Service by a child are turned off, securely stored, and collected by the child's parent/guardian at the end of the day
- ensure educators are informed of, and adhere to, recommended timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines
- ensure that screen time for children aged 2 to 5 years does not exceed 1 hour per day
- ensure children are fully supervised and never left unattended whilst using an electronic device, including a computer or mobile device that is connected to the internet, including during transport or excursions
- ensure educators only use educational software programs, websites and apps that have been thoroughly examined for appropriate content prior to allowing their use by children
- encourage educators and children to report anyone who is acting suspiciously or requesting information that does not seem legitimate or makes staff/educators/children feel uncomfortable
- document and investigate all concerns relating to the safe use of digital technologies or online environments
- conduct a review of practices following any incident involving digital technologies or online environments, including an assessment of areas for improvement
- report any breach of child protection legislation to relevant authorities, police, Mandatory reporting hotline, Office of Children's Guardian
- notify the regulatory authority within 24 hours, via NQAITS, if a child is involved in a serious incident, including any unsafe online interactions, exposure to inappropriate content, or suspected online abuse
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Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	➤ ensure there is no unauthorised access to the Service's technology facilities (programs, software program etc.) ➤ ensure log in and passwords are not shared between families or outside community members to restrict unauthorised access ➤ implement the following measures to protect personal information: • using password protected systems • restricting access to authorised personnel only • storing physical records securely

	• reviewing data handling practices ➤ ensure all provider personnel using EnrolNow will have their details updated and background checks conducted as required - [personal details, date of birth, address, email, phone number, Working with Children's Check ➤ advise new educators or staff of how the Service stores physical and digital files. Cloud storage will be used for all preschool documentation and monitored closely by our IT department (Entourage). Where the cloud is unable to be used, educators will be provided with a service storage device such as a USB or Hard drive. ➤ work with Entourage IT security specialist to ensure the latest security systems are in place ➤ ensure anti-virus and internet security systems including firewalls can block access to unsuitable web sites, newsgroups and chat rooms ➤ Have Entourage conduct a Privacy Audit to ensure ongoing compliance with privacy obligations and recent changes. The Privacy Audit should be completed on a yearly basis or following any breaches in data at the Service. ➤ The Privacy Audit will assist Services to: • Identify how to meet privacy obligations • Identify how to improve on existing privacy management • Identify potential areas of privacy risk • Alleviate these risks by improving compliance with the Privacy Act ➤ If and when service devices are used by an approved provider, nominated supervisor, or administration staff outside of the service premises, they must be used in a secure environment. Devices are to remain locked when not in use and must be used in a manner that ensures confidentiality ➤ Ensure a list of visitors entering premises while children in care is kept. ➤ take reasonable precautions and use adequate supervision to ensure children are protected from harm that may occur through digital technologies and online environments
Early Childhood Educators	➤ only use approved programs, including online platforms, through authorised accounts and login credentials ➤ manage and maintain password and login details securely in accordance with Service policies, ensuring they are not shared and are updated regularly ➤ attend and participate in privacy and data security training. ➤ Not utilize external hard drives ➤ take reasonable precautions and use adequate supervision to ensure children are protected from harm that may occur through digital technologies and online environments
Families/Visitors	➤ Will not take photos of other peoples children in the preschool environment ➤ Will not share photos of other peoples children in the preschool environment ➤ take reasonable precautions and use adequate supervision to ensure children are protected from harm that may occur through digital technologies and online environments

Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the safe use of digital technologies and online environments policy regularly. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies:

Child protection

Supervision

Interactions with Children

Complies with:

NQS

Quality Area 2		Children's health and safety
Standard	2.1	Health
Element	2.1.2	Health practices and procedures
Standard	2.2	Safety
Element	2.2.3	Child protection

National Regulations

Reg	84	Awareness of child protection law
Reg	115	Premises designed to facilitate supervision
Reg	122	Educators must be working directly with children to be included in ratios
Reg	123	Educator to childcare ratios
Reg	165	Record of visitors
Reg	168	Education & care services must have policies and procedures
Reg	170	Policies and procedures to be followed
Reg	171	Policies and procedures to be kept available
Reg	172	Notification of change to policies or procedures
Reg	175	Prescribed information to be notified to Regulatory Authority
Reg	176	Time to notify certain information to Regulatory Authority

Sources:

- Education and Care Services National Regulations
- ACECQA's Guide to the National Quality Framework
- National model code

Developed: Aug 25

Reviewed: