



TECHNOLOGY POLICY

POLICY STATEMENT

Australian children born in the 21st century will grow up using and be around many different forms of technology. It will play a large part in everyday routines, activities and education settings.

Clovelly out of School Care recognises the importance of children learning to use and interacting with technology. This policy seeks to promote the use of technology in educational programs, whilst also striving to find a balance with the amount of time children spend engaging in sedentary small screen recreation and behaviour.

COOSC also recognises that all children are individuals with different needs and that at times technology can be used as a tool to enable children to get away from over stimulated spaces and emotional states.

PRACTICES

Educators at COOSC recognise the importance of technology-based activities and the impact it has on the overall program. Educators understand the importance of keeping a balance between technology, physical and quiet activities within the program. When programming, educators will take into account the importance of having a balance of all three. It should be noted that not all technology-based programs involve inactivity or isolation.

COOSC educators may promote children's participation and learning in a range of technology-based experiences in a safe and supportive environment. The service may:

- Educate staff of the positive outcomes that can be achieved / created through passive learning programs that promote interaction, self-expression and verbal/non-verbal communication.
- Take into account the amount of time children may be sitting during a program / session, making sure that there is regular opportunities and encouragement to move around and interact/collaborate with other children and staff.
- Monitor children's posture when using iPads. Children will be encouraged to use iPads that are on stands so they are sloping. The use of iPads on a flat table surface will be discouraged.
- Introduce children to the technology and educate them of its relevance and potential applications.
- Give children opportunities to experiment with technology.
- Seek children's input into the programming, taking into account their interests / needs and abilities.
- Supervise children using technology, taking into account the activity, children's age and ability.
- Allow access to appropriate websites if relevant to the learning outcomes of the activity or research.
- Ensure staff and children are aware that any person found to be using the technology inappropriately will face appropriate consequences. This may involve children being removed from that activity and/or banned from all technology.
- Ensure all technology devices are securely stored in our charging station when not in use.
- 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.
- For all children who have a mobile phone and/or tablet, these are to remain in the child's school bag at all times.
- For children who wear a smartwatch, staff are to monitor children for appropriate usage. A child may be asked to stop using the device if the usage is found to be inappropriate or for excessive usage.

Note: Technology based experiences may include but are not limited to: movie making, stop go animation, robotics, programming / coding, dancing to music, relaxation / meditation and distraction. Technology used may include: iPads, iPods, computers, iPhones, hand-held GPS, television, projectors, camera, DVD's, electronic games such as PlayStation and Nintendo Wii.

Educators will

- Only use computers at the service for work relevant to the operations and activities of the service. Examples of these activities include administration, research, programming and professional development.
- Leave their personal mobile phones and/or devices locked away in the staff storage whilst working directly with children on shift. This is to ensure that educators give their full attention to the supervision of children being cared for and to uphold the safety of our children while in our care. Personal mobile phones and/or devices can be accessed during breaks and before and after the completion of a shift.
- Any educators found to be using any device inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct.
- Consider the content and message of movies, music, television programs, electronic games and other devices and discuss these with children when deciding what is acceptable for them to engage with.
- Not access a personal social networking site during working hours at the service via mobile phone or any other device.
- Not use a personal camera or mobile phone to take photographs or video at the service or during excursions.
- Not post information about the service, educators, management, families, visitors, or any matters relating to the service on a social networking site.
- Not post photographs or video taken at the service or on an excursion on a social networking site.
- Senior educators responsible for updating the service's website must not post names or recognisable photographs of educators, children, visitors or family members on the website without written permission.
- Ensure that pirated DVDs or electronic games must not be used, as this is an illegal activity.
- Ensure that only G and PG ratings are used in the service or on excursions.
- Not be responsible for children's lost games or other equipment.

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

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.

RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education and Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

National Quality Framework. My Time Our Place

Version number	Date effective	Description of amendment
2	April 2022	No change
3	August 2024	Reviewed by Director - No change
4	August 2025	Changing to words - Mobile phones

Considered and accepted by the Management Committee (representative) – B. Gibney

Considered and accepted by the staff (representative) – Sam Argyropoulos