



Technology Policy

Digital technologies and computers have become an integral part of many children’s daily lives. For this reason, it is important that our Educators are not only familiar with the use of computer technologies, but are able to guide children’s understanding of, and ability to use them. Technology and Media items will only be used as an extension to the daily program assisting in development of social, physical, emotional, cognitive, language and creative potential of each child. Quality TV programs can be helpful in the retelling of stories about our culture and help to celebrate diversity.

National Quality Standard (NQS)

Quality Area 1: Educational program and practice		
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, 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

Children (Education and Care Services) National Law NSW	
727	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

PURPOSE

Our Service will implement responsible behaviour and limit screen time when using technology, respecting the Service, children and the privacy of families and Educators. Educators will exercise appropriate judgement and behave in a professional and ethical manner when using technology.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

The Internet is a magnificent resource for research, communication and extending programming ideas and interests. Computer use within our Service aims to encourage children to solve problems and use logical reasoning, leading children to make decisions and choices and assisting them to use computer software competently.



Management/Nominated Supervisor/ Responsible Person will:

- Identify technology training needs of Educators in professional development
- Ensure the Service privacy and confidentiality policy is adhered to at all times by Educators
- Ensure there is no unauthorised access to the Service's technology facilities (programs, software program etc.)
- Ensure all Educators have appropriate log on details to provide secure location
- Ensure all technological devices have current virus protection software installed
- Develop guidelines about how technology will be used within our Service.

Educators will:

- Comply with current legislation and Service policies
- Keep passwords confidential
- Log out of computers and software programs after each use
- Only access and modify files and data which they have authorisation to access
- Not harass, slander, intimidate, embarrass, defame or seek to offend another person, group of people or organisation via technological devices
- Not make copies of, transmit, copy or steal Service documents
- Not use personal mobile devices to take photos or breach children and families' privacy
- Support children's natural curiosity for technology within the Service
- Provide children with access to technology to help develop their computer literacy skills
- Build on children's learning and inspire the ongoing and enthusiastic acquisition of knowledge through technology
- Use technology to build on current projects and document children's learning.
- Limit the amount of time spent on screens
- Endeavour to limit experiences involving screen use to those which have an educational component – including movement.
- Discuss with children the role of screen time in their lives and support them in making healthy choices about their use of screen time for both education and recreation.
- Encourage educators to model appropriate screen behaviours to the children.
- Encourage the promotion of productive sedentary experiences for rest and relaxation.
- Ensure that an appropriate balance between inactive and active time is maintained each day.
- Under no circumstances is the screen to be used as a reward or to manage challenging behaviours
- Employees / staff are not allowed to share any digital images of children and families or share any policies or procedures with anyone outside the Collard family kindergarten. This is in breach of our Code of conduct policy.



Guidelines for use of technology within our Service:

- Programs must be carefully selected and be suitable to the needs and development levels of each child using or watching various types of technology or media
- Technology is used to assist in expanding the content of the daily program and current affairs
- Programs are chosen that are engaging and age appropriate to children
- The use of TV and watching DVD's will be kept to a minimum
- Programs depicting violence e.g. graphic news reports will not be shown
- Children are to view 'G' rated programs only
- TV programs or videos will only be shown that have positive messages about relationships, family and life.
- All programs to be viewed will be shared with families beforehand to ensure that they approve of the content
- All content will be socially and culturally considerate and appropriate
- Timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines are:
 - Children younger than 2 years of age should not spend any time in front of a screen
 - Children 2 to 5 years of age should be limited to less than one hour per day
 - Children 5-12 years of age should limit screen time for entertainment to no more than 2 hours a day
- Children will be taught healthy concepts of digital use and citizenship as children are 'growing up digital'.
- Only quality developmentally appropriate interactive media will be used.

Source

- Education and Care Services National Regulations
- National Quality Standard
- Early Years Learning & Development Framework
- Fair Work Act
- Television and young children- Quality, choice and the role of parents: what the experts and parents say (2011) The Australian Council on Children and the Media for the Australian Research Alliance for Children and Youth.
- Australian Government Department of Health- Australia's Physical and Sedentary Behaviour Guidelines
- Revised National Quality Standard- 2018

Review

Date Reviewed	Modifications	Next Policy Review Date
August 2017	New Format and policy created with updated information	October 2019
October 2017	Updated the National Quality Standard references to comply with revised standard	October 2019



February 2018	Updated wording within the Purpose to support relevance and interpretation Included more detailed information on limiting screen time and screen time behaviour	October 2019
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