1.04 Technology Policy

POLICY STATEMENT

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.

AIM

St Nicholas 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. This policy applies to children, families, staff, management and visitors of the service.

STANDARDS AND PROCEDURES

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 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 and 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 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 supervised access to technology to help develop their computer literacy skills.
- Build on children's learning and inspire the ongoing acquisition of knowledge through technology.
- Use technology to build on current projects and document children's learning.
- Screen time use is only permitted for educational purposes.

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- 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.
- Under no circumstances is the screen to be used as a reward or to manage challenging behaviours.

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.
- 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.
- Programs depicting violence e.g. graphic news reports will not be shown.
- All content will be socially and culturally considerate and appropriate.
- Children will be taught healthy concepts of digital use and citizenship as children are 'growing up digital'.

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- Section 727 Confidentiality of records kept by approved provider
- Section 181-184 Confidentiality and storage of records
- Education and Care Services National Regulation
- Early Years Learning Framework
- Fair Work Act
- Australian Government Department of Health - Australia's Physical and Sedentary Behaviour Guidelines
- Revised National Quality Standard
- Television and young children - quality, choice and the role of parents: what the experts and parents say (2011) The Australian Research Alliance for Children and Youth https://www.aracy.org.au/publications-resources/command/download_file/id/139/filename/Television_and_young_children_-_Quality,_choice_and_the_role_of_parents_-_what_the_experts_and_parents_say.pdf

RELATED POLICIES

- 2.10 Cyber Safety Policy
- 2.24 Supervision Policy
- 5.02 Behavior Guidance Policy
- 5.04 Interactions with Children Policy
- 7.01 Curriculum and Educators Training Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed	Modifications	Next Review Date
July 2018	Yes	No	None	July 2018