



# Digital Technology

Review Date: 31/08/2019

## Introduction

Technology is part of our daily lives and increasingly occupies our work and leisure time.

This policy sets out to provide boundaries for educators and parents to observe to reduce potentially negative impacts of technology upon children's health and wellbeing whilst optimising opportunities for learning and communication.

## Goals – What are we going to do?

The policy covers roles and responsibilities of all stakeholders in respect to:

- (a) Social media;
- (b) Documentation and communication;
- (c) Provision of a quality early childhood program for all children;
- (d) Child/educator relationships.

## Strategies - How will it be done?

### Social Media

#### **The Nominated Supervisor will:**

- ensure that only the Executive team are administrators of preschool social media pages or website, or an administrator acting under their direction.
- ensure that no child should be identifiable in photographs posted on an internet site with public access without written permission of parents or legal guardians.
- ensure that educators and staff are aware that offensive postings or online behaviour could lead to disciplinary action or even dismissal if it is deemed to reflect badly upon the service.
- remove any posts immediately if requested to and take serious complaints back to the Management Committee for review. Complaints will also be directed to the Director General within 24 hours of a complaint being received via form NL01 Notification of Complaints (available on the ACECQA website) in accordance with the Education and Care Services National Regulations 2011.

- act immediately to mediate in any situation which reflects badly on the preschool such as parents airing grievances on social media rather than through the correct channels.

**Educators will:**

- consider their professional reputation and that of their employer before posting any offensive, indiscrete or inappropriate material on their social media page or blog site with public access.
- report any problems they notice or parent concerns around social media immediately to the Nominated Supervisor.
- provide Educational Leaders with material which would be useful for our internet pages.

**Parents will:**

- access the pre-school's social media page or website in good faith and provide appropriate feedback to the Nominated Supervisor or Educational Leader.
- keep any private disagreements, gossip or other negative interactions out of public forums.
- direct any grievances to the Nominated Supervisor as per Grievance Procedures.

**Documentation and Communication**

**The Nominated Supervisor will:**

- ensure that new employees have the relevant skills to access technology to keep records of children's progress and to document this.
- assist existing staff to access in-servicing where they need to improve computer literacy as identified during the appraisal process.
- ensure that team members proof-read for each other to maintain a professional standard with respect to spelling, grammar, etc.
- encourage administration and educators to tailor communication to suit individual families' needs which may include phone contact or emails as an alternative to hard copies depending upon need.
- ensure that educator, child and family privacy is maintained at all times.

**Educators will:**

- use the computers available at the workplace or at home to prepare documentation.
- back up documentation to guard against loss of information.
- guard the privacy of children and families at all times, particularly if taking data home to work on documentation. This includes but is not restricted to keeping data in a safe place and deleting data pertaining to children on private computers once it is not needed for completing documentation.
- when corresponding with families via email, be aware of the increased possibility of misinterpretation of intent by the recipient (as with any written medium). Hence emails should be to the point, factual and courteous. Sensitive matters should not be dealt with via email unless there is no alternative.

**Provision of a Quality Early Childhood Program for all Children****The Nominated Supervisor will:**

- oversee content of the program to promote quality developmentally appropriate content and delivery in collaboration with the Educational Leader.
- oversee the balance of sedentary and active play based learning within the program as well as free play or child lead learning with teacher lead learning.
- ensure that educators are aware of their duty of care to ensure children are not exposed to inappropriate material, including but not restricted to:
  - offensive language;
  - nudity or lewd content;
  - depictions of violence;
  - blatant or inappropriate advertising.

**Educators will:**

- ensure that any websites, internet searches or YouTube clips have been researched in advance so that children are not inadvertently exposed to inappropriate material.
- ensure when using personal electronic devices, such as iPads, phones, laptops, memory sticks, etc., that there is no risk posed to children being exposed to inappropriate material.
- ensure in the event of an inappropriate "pop up" or advertising material:
  - (a) immediately shut down the device;
  - (b) address the issue with the children;
  - (c) inform parents of what has occurred and steps taken to address the issue.

- ensure that quality material is chosen to enhance learning or relaxation for the children, or it is part of a documented behaviour management program in collaboration with parents.
- ensure that devices are only used under the direct supervision for a specified purpose and timeframe and within the context of the overall daily program.

**Parents will:**

- take care when sending data to preschool to share with the group that there is nothing inappropriate on the storage device or in the material to be shared including but not restricted to:
  - offensive language;
  - nudity or lewd content;
  - depictions of violence;
  - blatant or inappropriate advertising.
- understand that our part-time admin/finance officer and Nominated Supervisor are not always in the office to receive and respond to emails. If an important message needs to be relayed, it is best to do it in person or via telephone.
- discuss any concerns with the Nominated Supervisor, or the Certified Supervisor in her absence.

## **Child/Educator Relationships**

**With the assistance of the Educational Leader, the Nominated Supervisor will:**

**Ensure that educators are aware of:**

1. Not allowing technology to divert their attention from children i.e. being fully present in the moment with the child/ren.
  - (a) research data prior to an activity so they are available to supervise children;
  - (b) use digital technology for a specific time and purpose to avoid "surfing" behaviour which wastes children's time and is not quality teaching.
  - (c) mobile phones should not be used for personal reasons during "contact time", unless previously arranged with the Responsible Person for the day.

## **Statutory Legislation & Considerations**

Education and Care Services National Regulations 2011: 73-76, 86, 155, 168-170, 176(2)(b).

National Education and Care Services National Law Act 2011: 165 (1 & 2), 168, 174(2)(b)(i).

## **Links**

Link to National Quality Standard - Elements:

1.1.3, 1.1.4, 1.2.1, 1.2.2, 1.2.3  
2.2.2, 2.3.1, 2.3.4  
5.1.1, 5.1.2, 5.2.1  
6.2.1, 6.2.2, 6.3.3  
7.1.5, 7.3.1, 7.3.3, 7.3.4

## **Related Policies**

- Parent/Guardian Code of Conduct
- Staff Code of Conduct
- Sedentary Behaviour
- Educational Program and Practice

Educators will:

- Follow the above guidelines.
- Critically reflect on their use of technology regularly to ensure that its use leads to quality outcomes for children in a balanced program, rather than detracting from learning, health and wellbeing.
- Direct any grievances to the Nominated Supervisor and/or Management Committee.

## **Policy Availability**

The Digital Technology policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

## **Evaluation**

- Digital technology is used as a tool to enhance communication and children's learning.
- Confidentiality is protected as per families and staff wishes.
- A positive balance is maintained between active learning and sedentary behaviour.

**Adopted by the Management Committee**

**Signed by: Belinda Fayle, President**

**Date: 31<sup>st</sup> August 2017**

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