

Technology Usage Policy

NQS

QA1	1.1.1	1.1.1 Approved Learning Framework - Curriculum decision making contributes to each child's learning and development outcomes 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.
	1.2.1	Intentional teaching - Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
QA4	4.2.2	Professional Standards - Professional standards guide practice, interactions and relationships.

National Regulations

Regs	73	Educational programs
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EYLF

LO5	Children use information and communication technologies to access information, investigate ideas and represent their thinking
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Aim

The Service will provide an extension to the daily program assisting in development of social, physical, emotional, cognitive, language and creative potential of each child.

Related Policies

Enrolment Policy
Education, Curriculum and Learning Policy
Social Networking Usage Policy

Who is affected by this policy?

Educators
Children

Implementation

Information technology (IT) devices include, but are not limited to, computers, laptops, iPads, tablets, Smart Boards, televisions (including smart TVs) and DVD players.

Service IT devices

- IT devices at the service may only be used for work relevant to the operations and activities of the service. Examples of these activities include administration, research, programming and professional development
- Educators will integrate technologies into children's play and projects. For example, if relevant to the children's learning, child appropriate websites may be accessed. However, we will install software that blocks inappropriate websites, and ensure children only access IT devices when directly supervised by an educator
- Similarly, music, videos etc may be streamed if it is relevant to the children's learning 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
- Television, DVDs and videos etc will be used where relevant to enhance curriculum activities and never used as a substitution for interactions and collaborative learning between educators and children. Educators will sit with children to monitor and discuss any aspects of the content they are viewing
- All screen content viewed by children at the service must, for example :
 - assist in expanding the content of the curriculum
 - be suitable to the needs and development levels of each child watching
 - hold the interests of the children watching
 - be carefully selected with suitable content eg content depicting violence like graphic news reports will not be shown
 - be rated 'G' If relevant (eg videos).
- The time children spend watching content on IT devices at the service will be consistent with the Federal Government's 'Get Up and Grow' Guide ie:
 - birth to 2 years zero time per day (very short viewings for educational purposes is okay)
 - 2-5 years no more than one hour per dayEducators will take into consideration the time children may also spend watching screen content at home

Personal IT devices

Educators must not access personal IT devices (eg smart phones, iPads, tablets) while interacting with children or contributing to service ratios.

Any educators or staff members found to be using IT devices inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct. Illegal conduct will be reported to the Police or appropriate authority. Outcomes of inappropriate or illegal conduct include termination of employment.

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Get Up and Grow: Healthy eating and Physical Activity for Early Childhood Directors/Coordinators Handbook

Review

The policy will be reviewed annually by:

- Management
- Employees
- Parents
- Interested Parties.

• **Reviewed: February 2018**

Date for next review: February 2019