



Wangaratta Children's Services Centre

# Technology Policy

Document Type	Council Policy
Department	Children's Services
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Responsible Officer	<b>Family &amp; Early Childhood Services Coordinator</b>
Authorising Officer	<b>Director Community and Infrastructure</b>
Version Reference Number	<b>1.0</b>
SIM Reference Number	TBC

### National Quality Standard

<b>1.1.1</b>	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.
<b>1.1.3</b>	All aspect of the program, including routines, are organised in ways that maximise opportunities for each child's learning.

### National Regulations

<b>Section/ Regulations</b>	<b>Description</b>
<b>Regulation 73</b>	Educational program.
<b>Regulation 76</b>	Information about educational program to be given to parents.
<b>Regulation 155</b>	Interactions with children.
<b>Regulation 156</b>	Relationships in groups
<b>Regulation 181-184</b>	Confidentiality of records and storage of records.

### Statement and Purpose

Wangaratta Children's Services will implement limited screen time when using technology and responsible behaviour, while respecting the service, children, and the privacy of families and educators. Educators will behave in an ethical manner when using technology and exercise appropriate judgement.

### Policy and Procedures

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#### Guidelines for use of technology within our service:

- digital technology is used to promote social interactions between children, peers and adults;

- Programs must be carefully selected and be suitable to the needs and developmental levels of each child using or watching various types of technology or media;
- Programs and apps will be chosen to support and promote children's cognitive investment;
- Technology is used to assist in expanding the content of the daily program and appropriate current affairs; and
- Technology is predominantly used where play-based and 'hands-on' experience cannot provide the same information. It will not replace appropriate experience nor professional pedagogy.

Recommended screen time in Australia is based on The Australian National Physical activity and sedentary guidelines:

- Under 2 years old- ZERO screen
- 2-5 years – Less than 1 hour p/day

- **Roles and Responsibilities**

**Management/ Nominated Supervisor will:**

- Provide professional learning to educators and staff in response to the Early Childhood Australia (ECA) Statement on young children and digital technology.
- Provide information and resources to educators and families from the e-safety commissioner- Early Years Program;
- Identify technology training needs of educators for professional development;
- Create guidelines about how the Service intends to use technology;
- Ensure all educators have appropriate login details to provide secure usage;
- Ensure the Service Privacy and Confidentiality Policy Ais always adhered to by educators;
- Seek permission from families to use digital documentation including photographs of children via social media and/or other forms of documentation platforms; and
- Provide a range of technology devices for educators to utilise- Smartboards, iPads, printers.

**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 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 (please refer to the recommended screen times below which is per day);
- Under no circumstances use screentime as a reward or to manage behaviours unless part of a child's development plan which has been developed by an inclusion support worker;
- 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;
- Employees / staff are not allowed to share any digital images of children and families or share any policies or procedures with anyone outside of Rural City of Wangaratta in addition with all Children's Services and Council Child Safe/Child Protection policy and procedures).
- Children view 'G' rated programs only;
- All content will be socially and culturally considerate and appropriate.

Educators will also share child's learning including but not limited to photos, learning stories and observations. This provides an opportunity to strengthen relationships between Families and the Early Learning environment and allows parents to track their child's progress, provides more opportunities for them to validate their child's efforts and accomplishments.

**In relation to families, our Service will:**

- Provide information about the apps and programs used within the service; and
- Provide families with information about the digital technology used within our service.

If there is a complete loss of power during a heatwave, educators will keep children as cool as possible. Families will be contacted to collect children if educators believe children's health is at risk from the heat.

## Breaches

Any breaches of this policy will be referred to the Family & Early Childhood Services Coordinator for action in accordance with the Centre's Code of Conduct and any associated Council policy.

The Coordinator may elect to escalate a breach to the Manager Community Service or People and Culture department for professional support in implementing a remedial breach of this policy.

## Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

## Gender Impact Assessment

This policy has considered and applied Council's Gender Impact Assessment Template and satisfies the provisions established in the *Gender Equality Act 2020 (Vic)*.

## References and related policies

- Commission for Children and Young People. (2021). [Victoria's new Child Safe Standards](#)
- Early Childhood Australia *Statement on young children and digital technologies*.
- Education and Care Services National Regulations. (2011).
- *Fair Work Act 2009*
- Guide to the National Quality Framework. (2017). (Amended 2020)

- The Australian Council on Children and the Media for the Australian Research Alliance for Children and Youth

## Review

This policy must be reviewed at least every four years or as required due to legislative or operational change.

<b>Version History</b>		
<b>Version Number</b>	<b>Date of change</b>	<b>Reasons for change</b>
<b>1.0</b>	<b>September 2023</b>	<b>Re-formatting and restructure of Council's Children's Services policy framework</b>