

DIGITAL TECHNOLOGY AND SOCIAL MEDIA POLICY

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1 NQS

QA1	1.1.1	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.
QA4	4.2.1	Professional standards guide practice, interactions and relationships.
	4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills

QA5	5.2.3	The dignity and the rights of every child are maintained at all times
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QA6	6.1	Respectful supportive relationships are developed and maintained
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QA7	7.1.1	Appropriate governance arrangements are in place to manage the service
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2 National Regulations

Regs	73	Educational programs
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3 EYLF

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

- 4.1 To ensure that our service, children, educators or families are not compromised on any form of digital platforms utilised for learning and communications
- 4.2 The Service will provide an extension to the daily program using digital technology which assists the development of social, physical, emotional, cognitive, language and creative potential of each child.
- 4.3 We will extend the understanding of children in relation to information technology by providing experiences and program initiatives that are developmentally appropriate and complement other curriculum strategies.

5 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

Enrolment and Booking Policy (CHI-ADM-POL-022)

Education, Curriculum and Learning Policy (CHI-ADM-POL-016)

6 Computer and Related Technology Usage

- 6.1 Computers, iPads and Smart Boards 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.
- 6.2 Children should be introduced to this technology and be made aware of its relevance and potential applications. Appropriate software may be used as part of the program offered. Software should always be used according to the relevant 'G' or 'E' rating (General or Educational).
- 6.3 If relevant to the children's learning, child appropriate websites may be accessed. However, children will only access the computers, iPads or Smart Boards when directly supervised by appropriate educators.
- 6.4 Similarly, appropriate music, videos etc may be streamed from the computer, iPad or Smartboard if it is relevant to the children's learning or relevant to research 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, spotify or YouTube.
- 6.5 If an educator has brought in their own laptop to complete work, educators will follow the premise that what they are doing whilst on their laptop is relevant to their job roles at the service.
- 6.6 For those educators who can access the internet from their mobile phone, it is preferred that educators do not access the internet (whether they are using the service's Wi-Fi or their personal data plans) via their mobile phones but rather use the service's computers for work relating to their job role.
- 6.7 Any educators found to be using the computers inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct.
- 6.8 Despite the many advantages of electronic and digital media in educational environments, it is important for educators to note that it can create a situation where passive learning occurs. Thus it is important that relevant information be developed in programs that promote communication, interaction and self-expression and follow national guidelines for screen time usage.
- 6.9 Children should be limited to no more than 10 minutes of screen time (2-5 year old) or 30 minutes for 5 – 12 year olds. Children under two should not engage in screen time. Occasionally, due to learning opportunities, the smart board technology may be utilised for longer than 10 minutes during learning experiences if it supports meeting learning outcomes for a particular experience; however educators must not plan for this extended exposure.
- 6.10 This policy is also inclusive of state and federal laws regarding computer usage. Should educators or other relevant individuals use the service's computers in a way that breaks a law, the service will take the appropriate required action (e.g. Reporting to the police). Furthermore, the educator or individual will face an enquiry held by management and other relevant parties to assess whether this conduct will affect their role within the service's operations.

7 Kinderloop

- 7.1 Kinderloop is utilised by our services as a secure way of documenting children's learning and development and sharing information with our families through real time updates. Each kinderloop is a private closed loop within each centre and cannot be accessed across the web.
- 7.2 Families are provided with updates and can share feedback or comments with educators via Kinderloop. This provides opportunities for families to continue the learning at home with their children and maintain open communication with educators regarding their children's learning and care at the service.
- 7.3 Families can securely invite additional family members worldwide to view the posts. Parents and guardians who invite extended family members to access their child's kinderloop are required to ensure they comply with the confidentiality conditions of the program. That is, they must not share, reproduce, copy, or release or re-post any material posted on Kinderloop that contains information about, or the image of another child without the express consent of the parent or guardian of the child.

8 Social Networking Websites

- 8.1 A social networking website can be defined as a website used to socialise or communicate. These include but are not limited to Facebook, Instagram, TikTok and Twitter (including usage on any device such as the internet, mobile telephone or tablet).
- 8.2 Staff who access a social networking site for personal use are not to do so on any electronic devices belonging to the service or at any time while working. Staff are not to use their personal camera or video phones to take photos/videos during their work.
- 8.3 Staff may access their personal social networking sites on their own devices during their break times but must be considerate of other staff using common areas (e.g. Staff are not to watch loud or offensive videos in the staff room that may disrupt others).
- 8.3 No information about what happens at the service should be posted on a social networking website, nor should any photos taken at the service or on an excursion, be put on a social networking. Staff may use personal devices to capture a social event in the service involving staff only, however no photos of staff should be posted to social media without obtaining their permission first.

9 Photography

- 9.1 In relation to any parent or family member who is visiting the service with the intention to take photographs, the service will ensure:
 - i. All families are notified in advance of when, why and by whom photographs may be taken in the service.
 - ii. All families are given the opportunity to object to their child being involved in any photographs, and that these wishes are respected.
 - iii. Any parent or family member may only photograph their own child unless given permission by another child's parent.

- 9.2 The service accepts that families may want to display photographs of their own child on the social media sites; however we do not condone the display of photographs taken of children from other families.
- 9.3 The service will respect the wishes of all families who do not wish their child to be photographed and will be responsible for ensuring that the child is not photographed while in attendance at the service. This may mean however, that the child may be removed from group situations where photos will be taken.
- 9.4 If a parent has given permission for their child to be photographed by anyone other than a staff member or educator, the service does not accept responsibility for the distribution or use of any photograph taken.
- 9.5 Educators will be respectful of children's voices if they indicate they do not want photos or videos taken of them.

10 Audio

- 10.1 Audio players may be utilised to develop listening skills and social interaction and co-operation at listening posts. This expression of music may also enhance self-expression and confidence through music movement, drama and dance.

11 Sources

National Quality Standard
Early Years Learning Framework
Education and Care Services National Regulations 2011

12 Version Control Table (Review period 3 years)

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Manager – Kids Uni	
2	Feb 2013	Feb 2014	Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Information Technology Policy.
3	Feb 2014	Jun 2016	Manager – Kids Uni	Policy reviewed with clarification added to section 7.9 regarding smart board usage. The review period changed to 2 years.
4	Jul 2018	Jul 2020	Children's Services Manager	Policy reviewed and updated to include the Social networking Policy and the Photography Policy content and added use of Kinderloop
5	November 2019	November 2021	Nicole Bray – Director – Kids Uni iC	Updated to reflect name changes to Kids Uni iC. Also removed Clause 8 relating to T.V usage. There are no T.V's present at any of the Kids Uni services.
6	June 2023	June 2026	Louise Windisch – Director – Kids' Uni North	Reviewed and updated. Additional information added regarding Kinderloop usage and staff use of personal social media while on site. Added a point about respecting children's right to say no to having their photograph taken.