Technology Usage Policy

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.

National Regulations

Regs	73	Educational programs

EYLF

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

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
Families
Management

Implementation

Computer and Related Technology Usage

- Computers 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.

- If relevant to the children's learning, child appropriate websites may be accessed. However, children will only access the computers when directly supervised by appropriate educators.

- Similarly, music, videos etc may be streamed from the computer 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 or YouTube.

- 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.

- 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.

- Any staff member 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.

- This policy is also incorporative of state and federal laws regarding computer usage. Should staff member or other relevant individual use the service's computers in a way that breaks a law, the service will take the appropriate required action (eg. Reporting to the police). Furthermore, the staff member 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.

Television and DVD Player Usage

The T.V will be an additional tool to enhance curriculum activities, not a substitution.

Guidelines for use would be:

- To assist in expanding the content of the daily program and current affairs.
- Be suitable to the needs and development levels of each child watching.
- Chosen programs should hold the interests of the children
- Long Day Care and free activity times can be assisted when inclement weather keeps children indoors.

Programs must be carefully selected with suitable content. Programs depicting violence e.g. graphic news reports should not be shown. Children are to view **'G' rated** videos only.

Educators will sit with the children to monitor and discuss any aspects of the video or television program they are viewing.

Sources

National Quality Standard
Early Years Learning Framework

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management

- Employees

- Parents

- Interested Parties.

Reviewed: July 2016   **Date for next review:** July 2017