



# The Shepherd Centre

Giving deaf children a voice



## ***Corporate Policy***

<b>Policy:</b>	<b>PSK7.7 Media and Technology Policy</b>	Version no.:	1.3
<b>Quality area:</b>	<b>Quality Area 7: Leadership and Service Arrangement</b>	Date approved:	Nov 2023
Scope of policy:	Preschools	Next review:	Nov 2025
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## Policy statement

The curriculum will include opportunities for children to explore their world using technologies and to develop confidence in using digital media.

Educators will also use technology to capture a child's learning.

## Policy

- 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, iPads and/or interactive screens when directly supervised by appropriate educators.
- Music, videos, audio books 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, Spotify or YouTube.
- Any images captured should be done so on preschool equipment. Educators are not permitted to take images of the children on their personal camera, phone, iPod, iPad or any other personal device.
- Parents may only take single images of their own child whilst on the premises, but at Graduation time and celebratory occasions, group images can be taken of children with a signed media and publicity form.
- All images will be stored on preschool equipment, or securely on The Shepherd Centres file and media storage. Separate permission will be requested from parents if an online preschool documentation package is introduced to the preschool, and would only be done in consultation with families.
- 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 educators found to be using the computers, iPads, and/or interactive screens 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 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.
- Parents are to be given the opportunity to provide permission during the enrolment process for:
  - the educators to use photographs of their child in daily documentation that may be

shared amongst the preschool families; AND  
 -the use of appropriate visual materials in publications and promotional material; AND  
 -the use of visual materials to be used in the wider community and media outlets (for example social media).

- Educators may be required to take personal calls or return messages on their personal devices during work hours. Educators should assess that appropriate ratios are maintained while they take the call or return the message, and let a colleague know, if appropriate, that they need to step into the office to take the call/message.

## Statutory Legislation & Considerations

Education and Care Services National Regulations 2018 Part 4.7 (168)  
 Children (Education and Care Services National Law Application) Act 2010

## Links to National Quality Standard

<b>National Quality Area 1 Educational program and practice</b>	
<b>Area 2 Childs health and safety</b>	
<b>1.1.3</b>	Families are informed about the program and their child’s progress
<b>2.2</b>	Each child is protected
<b>6.1</b>	Supportive Relationships with families

## Links to Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture.
Standard 2	Children participate in decisions affecting them and are taken seriously.
Standard 3	Families and communities are involved and informed.
Standard 5	People working with children are suitable and supported.
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 8	Physical and online environments minimise the opportunity for abuse to occur.
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved.
Standard 10	Policies and procedures document how the organisation is child safe.

## Sources

Education and Care Services National Regulations 2018