

Technology & Multimedia Policy and Guidelines



Policy Relevant to:	All staff, Educators & families
Last Reviewed:	November 2020
Next Review:	November 2022
NQF:	73
NQS:	1.1.1, 1.1.3, 1.2.1, 4.2.2
National Law	167

Rationale

Technology changes so quickly and at Adventure Patch we see it as a great opportunity to share and learn together with our children. Like any other tool, we need to get the most out of it. We can learn and explore new skills and new ways of communicating. At the same time, we want to guide our children so that they use technology wisely. Our educators model the responsible, creative and curious use of technology. We want children to actively use technology, not just passively consume it.

Policy

Adventure Patch will ensure technology and multimedia used within services supports children's development and learning opportunities, and will only be used as an extension to the daily program, assisting in the development of each child's social, physical, emotional, cognitive, language and creative potential.

Technology and media items will be incorporated as an additional resource, not a substitute.

Adventure Patch will install software that blocks inappropriate websites, and ensure children only access devices when directly supervised by an educator.

Music or videos may be streamed if relevant to children's learning or educator professional development, streaming of this kind will only take place from websites where this can legally take place such as iTunes, Spotify or YouTube.

Technology and multimedia devices include, but are not limited to:

- Computers
- Laptops
- iPads, iPods
- Tablets
- Smart phones, smart boards
- Televisions (including smart TVs)
- DVD players
- Electronic game consoles.

Educators & Staff members

- Educators will model appropriate use of technology and multimedia to children.
- Technology and multimedia devices at services may only be used for work relevant to the operations and activities of the services. Examples of these activities include administration, research, programming and professional development.





- Educators must not access personal technology devices (e.g. smart phones, iPads, tablets) while interacting with children or contributing to service ratios.
- Where a device owned by Adventure Patch is removed from the service, the device must only be used in relation to work requirements and not for personal use. Permission to remove a device from a service must be granted by Assistant Director or Director.
- All images taken of children will be appropriate and only used in line with written parental permission for each child.
- Any educator or staff member found to be using Technology and Multimedia 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 and may lead to dismissal of employment.

Sources

The Department of Health - Australia's Physical Activity and Sedentary Behaviour Guidelines

Get Up & Grow – Australian Government Department of Health

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Early Childhood Australia – Statement on young children and digital technologies

