

TECHNOLOGY AND MEDIA

POLICY STATEMENT

Digital technologies and computers have become an integral part of many children's daily lives. The Service acknowledge that the children are 'digital natives'. They embrace, enjoy and engage with many forms of electronic media. They use information and communication technologies to express ideas, access images and information and explore diverse perspectives.

It is important that educators are not only familiar with the use of computer technologies, but are able to guide children's understanding of, and ability to use them. Technology and media items will be used as an extension to the daily program assisting in development of social, physical, emotional, cognitive, language and creative potential of each child.

Quality TV programs and films can be helpful in the retelling of stories about our culture and help to celebrate diversity.

CONSIDERATIONS

Education and Care Services National Regulations	74, 181, 182, 183
National Quality Standard	1.1, 1.3
Other Service policies/documentation	<ul style="list-style-type: none">• Programming & Evaluation policy
Other	<ul style="list-style-type: none">• My Time, Our Place• Television & Youth Children – Quality, choice and the role of parents: what the experts and parents say (2011)• Australia's Physical Activity and Sedentary Behaviour Guidelines

PROCEDURE

a) Management will:

- Identify technology training needs of educators in professional development.
- Ensure the service **privacy** and confidentiality policy is adhered to at all times by educators.
- Ensure there is no unauthorised access to service's technology facilities (programs, software program etc.)
- Ensure all educators have appropriate log on details to provide secure location.
- Ensure all technological devices have current virus protection software installed.
- Develop guidelines about how technology will be used within the service.

b) Educators will:

- Comply with current legislation and services 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.
- 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.
- Will consider the content and message of films, TV programs, electronic games and other devices and discuss these with children when deciding what is acceptable for them to engage with at the centre.
- Educators should preview any films planned as part of the program.

c) Guidelines for use of technology

- Programs must be carefully selected and be suitable to the needs and development levels of each child using or watching various types of technology or media.
- Technology is used to assist in expanding the content of the daily program.
- Programs are chosen that are engaging and age appropriate to children.
- The use of TV and online streaming services will be kept to a minimum. However TV and online streaming services may be planned as part of the 'in service' program of activities, especially when the weather is unsuitable for outside activities.
- Children must always be provided with a choice of other activities during the showing of a film or TV program and be appropriately supervised, even if the majority of children are watching the film/program.
- Programs depicting strong graphic, inappropriate age violence e.g. graphic news reports will not be shown.
- Only G and PG ratings are considered appropriate at the service or on excursions.
- Pirated movies, music or electronic games must not be used at the centre as this is an illegal activity under the Australian and international law.
- All content will be socially and culturally considerate and appropriate.
- Timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines are:
 - Children 5-17 years of age should limit screen time for entertainment to no more than 2 hours a day.

- Children will be taught healthy concepts of digital use and citizenship as children are 'growing up digital'.
- Families must ensure that any video games brought to the centre by their children are rated G or PG.
- Children must take responsibility for any electronic devices they bring from home.
- Educators are not responsible for children's lost games or other equipment.
- Children and families may not take any photographs or videos on any personal electrical devices, including mobile phones, at the service or during excursions. Educators may only take photographs on the service iPads or camera for the purpose of providing evidence for assessment and rating.
- Children may not access the internet through their electronic devices with the exception of Yr5/Yr6 children using the schools Wi-Fi for specific homework requirement on their devices
- Children may only use electronic media at the times specified by educators.
- iPads and electronic devices used for school purposes may be handed to the Nominated Supervisor or Responsible Person for safe storage. Such devices will be securely placed in a locked storage compartment in the office area and handed to the child once they have been signed out of the service.