



P.O. Box 1050, Woden, ACT, 2606
 Ph: 6281 3121 Fax: 6281 7077
 Email: wodenecc@tpg.com.au

TECHNOLOGY POLICY

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE

<i>Document number:</i>		<i>Version:</i>	1
<i>Date of issue:</i>	September 2019	<i>Contact:</i>	Reesha Stefek
<i>Date of review:</i>			

National Quality Standard (NQS)

Quality Area 1: Educational Program and Practice		
1.1.1	Approved learning framework	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.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
73	Educational program
74	Documenting of child assessments or evaluations for delivery of educational program
76	Information about educational program to be given to parents
181-184	Confidentiality and storage of records

Introduction

WECC's philosophy is one that encourages children to engage in the outdoor environment and as such television and electronic devices play a very limited role within the program.

Although, digital technologies and computers have become an integral part of many children's daily lives. For this reason, it is important that our 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 only be used as an extension to the daily program assisting in the development of social, physical, emotional, cognitive, language and creative potential of each child.

Woden Early Childhood Centre (WECC) recognises the importance of physically active play in Early Childhood

and as such will limit the television and electronic access of children in its care. Though WECC recognises that quality videos can be helpful in the retelling of stories about our culture and help to celebrate diversity.

Woden Early Childhood Centre (WECC) has implemented the use of iPads and digital cameras for use in documenting the children's learning.

Purpose

WECC will implement responsible behaviour and limit screen time when using technology, respecting the Centre, children, and the privacy of families and Educators. Educators will exercise appropriate judgement and behave in a professional and ethical manner when using technology.

Scope

This policy applies to children, families, staff, management and visitors of the Centre.

Implementation

The Internet is a magnificent resource for research, communication, and extending programming ideas and interests. Technology use within our Centre aims to encourage children to solve problems and use logical reasoning, leading children to make decisions and choices and assisting them to use technology competently.

Management/ Nominated Supervisor/ Responsible Person will:

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

Educators Will:

- Comply with current legislation and Centre policies.
- Keep passwords confidential.
- Log out of computers and software programs after each use.
- Only access and modify files and data for which they have authorisation.
- Not harass, slander, intimidate, embarrass, defame, or seek to offend another person, group of people, or organisation via technological devices
- Not make copies of, transmit, steal, or loan copies to other persons of Centre documents.
- Not use personal mobile devices to take photos or breach children and families' privacy.

In regards to Ipads and cameras, Educators will:

Accessing the iPad

- Each educator and the Nominated Supervisor or Director will have access to the iPads as these do not belong to any individual educator. Educators will negotiate with their room colleagues and ensure that its use is fair and appropriate
- No iPads will leave WECC without the permission of the Nominated Supervisor or Director. All iPads must be locked in the computer cupboard each evening for security
- iPads are often taken on excursions. Cameras are also used on excursions. The safe return of the iPads or cameras from an excursion is the responsibility of the Room Leader.

App management

- A WECC iTunes account has been set up and is managed by the Nominated Supervisor or Director who will liaise with educators regarding the most relevant and helpful apps to install on the iPads
- Installation of apps will be paid for with iTunes cards to minimise the personal expenditure of any one employee
- iTunes cards will be purchased only with the approval of the Nominated Supervisor or Director. Apps installed must be of a practical and/or educational nature.

Caring for the iPads and cameras – the responsibility of all educators

- It is the responsibility of Room Leaders to ensure that the digital cameras and iPads are in good working order and that any maintenance, repairs or replacements needed are reported to the Nominated Supervisor or Director
- If the screen needs cleaning it will be cleaned with a soft cloth only. No cleaning solutions are to be used
- Insert recharge cords into the iPads and cameras with care, ensuring that only the appropriate cords are used
- iPads and cameras must not be left in an area where children may have unsupervised access to them
- Educators are responsible for ensuring that they recharge the iPads and cameras after use they so are fully charged for their next use
- The iPads must remain in their cases for protection
- Care must be taken to protect the iPads' screens and ensure that items are not placed on top of them
- The iPads and cameras need to be kept out of water and humid environments – eg away from kettles and the laundry and bathrooms
- The iPads and cameras must not be left in very hot environments (over 35 degree) or left in the sun
- The iPads and cameras must also not be left in very cold environments (0 degrees) eg outside in winter.

Children's access to the iPads

- Children may access the iPads and cameras under the direct supervision of an educator for educational purposes and research after the above rules have been explained to the children
- Any child who does not interact with the iPads in a gentle way will be asked to move away from the iPads.

Storage of information

- Each iPad has 16 gigs of memory and, as such, is not intended to be used as an archive. It is expected that at least once each fortnight (depending on the level of use) an educator in each room takes the responsibility of transferring older files and photos to their room's laptop, ensuring that the iPads do not get filled and become slow
- The Cloud feature will not be used to store or save files for confidentiality reasons.

In regards to children, Educators will:

- Support children's natural curiosity for technology within the Centre.
- Provide children with access to appropriate technologies to help develop their computer literacy skills.
- Only provide programs or apps that they have viewed and assessed prior to introducing to children. Children in care may only watch TV programs and/or videos/DVDs approved for children's viewing under the Australian Children's Television Foundation guidelines.
- 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.
- Limit the amount of time spent on screens as per recommended screen times.
- Limit experiences involving screen use to those which have an educational component or include movement and gross motor activity.
- Discuss with children the role of screen time in their lives and support them in making appropriate choices about their use of screen time for both education and recreation.
- Model appropriate screen behaviours to the children.
- Encourage productive sedentary experiences for rest and relaxation that are not technology reliant.
- Ensure that an appropriate balance between inactive and active time is maintained each day.
- Ensure that under no circumstances is the screen to be used as a reward or to manage challenging

behaviours.

- Educate and support children to begin to develop skills to critically evaluate sources of information on the internet.
- Read reviews of the programs that they are planning to screen for children, and to access any supporting literature or teaching notes that are available for the program. Only programs with a G (General) rating will be watched.
- Notify families and seek their input about how they feel about their child watching videos or accessing electronic media in the Centre.
- Incorporate the viewing of a video into their room's program of activities from time to time. Parents will be notified of this afterwards. Other electronic interaction e.g. computer games/internet access will be discussed with parents before use commences. Computer games and internet access will be monitored with educators ensuring suitability for children. Time will be limited to that suggested within the recommendations.

Guidelines for use of technology within our Centre:

- 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.
- Programs and apps will be chosen to support and promote children's cognitive investment.
- Technology is used to assist in expanding the content of the daily program and appropriate current affairs (e.g. the Olympic Games).
- Technology is predominantly used where play-based and 'hands-on' experiences cannot provide the same information (e.g. investigating planets or dinosaurs). It will not replace appropriate experiences nor professional pedagogy.
- Programs are chosen that are engaging and age appropriate to children: Only 'G' rated television programs and movies will be viewed at the Centre.
- The use of TV and watching DVD's will be kept to a minimum. When used:
 - Programs depicting violence and/or inappropriate content (e.g. graphic news reports) will not be shown.
 - TV programs or videos will only be shown that have positive messages about relationships, family and life.
 - All programs to be viewed will be shared with families beforehand to ensure that they approve of the content. If parents do not approve alternative activities are provided.
 - 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 younger than 2 years of age should not spend any time in front of a screen.
 - Children 2 to 5 years of age should be limited to less than one hour per day.
 - Children 5-12 years of age should limit screen time for entertainment to no more than 2 hours a day.
- Children will be taught responsible concepts of digital use and citizenship as children are 'growing up digital'.
- Only quality developmentally appropriate interactive media will be used.

Related policies / documents

- *Active Play*
- *Computer use*
- *Copyright*
- *Privacy online*
- *Staff code of conduct*

Sources and references

- Australian Government Department of Health. (2014). Australia's Physical Activity and Sedentary Behaviour Guidelines.
[https://www.health.gov.au/internet/main/publishing.nsf/content/F01F92328EDADA5BCA257BF0001E720D/\\$File/brochure%20PA%20Guidelines_A5_18-64yrs.PDF](https://www.health.gov.au/internet/main/publishing.nsf/content/F01F92328EDADA5BCA257BF0001E720D/$File/brochure%20PA%20Guidelines_A5_18-64yrs.PDF)
- Early Years Learning Framework
- Education and Care Services National Regulations
- Fair Work Act
- National Quality Standard
- Revised National Quality Standard. (2018).
- The Australian Council on Children and the Media for the Australian Research Alliance for Children and Youth. (2011). Television and young children: Quality, choice and the role of parents: What the experts and parents say.
- <http://www.health.gov.au/internet/main/publishing.nsf/Content/npra-0-5yrs-tips>
- Using television in Childcare. Putting Children First Issue 30 June 2009 http://ncac.acecqa.gov.au/educator-resources/pcfarticles/Using_TV_in_child_care_Jun09.pdf
- <http://www.eppingviewsps.vic.edu.au/wp-content/uploads/2013/05/KIDS-GO-fOR-yOURLIFE-Policy.pdf>
- Forums Archive iPad iPad care / clean and usage tips <http://forums.whirlpool.net.au/archive/1460013> retrieved 29/3/12
- iPads in education. Exploring the use of iPads and Ebooks in schools and colleges - <http://ipadeducators.ning.com/profiles/blog/show?id=5840223%3ABlogPost%3A5303&commentId=5840223%3AComment%3A7732> retrieved 22/3/12
- Woden Early Childhood Centre, The how to guide for the iPad, January 2011

Authorisation

Jennifer Hayes
President
 2019 WECC Management Committee