

# CHILDREN'S USE OF ICT POLICY



*Play, laugh...  
...learn, grow!*

## **Best Practice – Quality Area 7**

GRPSA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety, and awareness including children with disability, Aboriginal and Torres Strait Islander children and / or communities and children from cultural and / or linguistically diverse background.

GRPSA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

## **PURPOSE**

This policy provides guideline to ensure that staff assisting children to use information and communication technology (ICT) at centres administered by GRPSA.

- to ensure the safe and appropriate use of ICT
- take responsibility to protect and maintain privacy in accordance with the centres privacy and confidentiality policy.
- are aware that only those persons authorised by GRPSA are permitted to access ICT at the centre.
- understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities.
- ensure that the ICT facilities available for use by children are appropriate and only use for the development and delivery of the early years program within the centre setting.
- ensure that the parents or guardians of children assisted to use ICT at the centre are given information regarding its use to enable them to make informed decisions about their child's use of such equipment.

## **POLICY STATEMENT**

### **1. VALUES**

Goulburn Region Preschool Association Inc is committed to:

- professional, ethical, and responsible use of ICT at the centre.
- providing a safe environment for children using the centre's ICT facilities as part of the development or delivery of the program.
- safeguarding the privacy and confidentiality of information received, transmitted, or stored electronically.

- ensuring that the use of the centre’s ICT facilities complies with all centre policies and relevant government legislation.
- supporting children and staff to make optimal use of ICT facilities which are available to assist with the development of delivery of the program.

## **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, children, students on placement and volunteers at GRPSA centres.

This policy applies to all aspects of the use of ICT including:

- internet usage
- electronic mail (email)
- video conferencing
- streaming media
- viewing material electronically
- printing material
- portable communication devices including mobile and cordless phones.

## **PROCEDURES**

### **The Approved Provider is responsible for:**

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within.
- ensuring that the use of the centre’s ICT complies with all relevant state and federal legislation (refer to Legislation and standards), and all GRPSA policies (including Privacy and Confidentiality Policy and Code of Conduct Policy).
- providing clear procedures and protocols that outline the parameters for use of the centre’s ICT facilities (refer to Attachment 1 – Procedures for use of ICT by children at the centre).
- embedding a culture of awareness and understanding of security issues at the centre
- ensuring that the centre’s computer software and hardware which are used by children are purchased from an appropriate and reputable supplier and are appropriate for use by children.
- identifying the need for additional password-protected email accounts for management, educators, staff, and others at the centre, and providing these as appropriate.
- identifying the training needs of educators and staff in relation to ICT and providing recommendations for the inclusion of training in ICT in professional development activities.
- adhering to the requirements of the Privacy and Confidentiality Policy in relation to accessing information on the centre’s computer/s, including emails.
- developing procedures to minimise unauthorised access, use and disclosure of information and data, which may include limiting access and passwords.

- developing procedures to ensure data and information (e.g., passwords) are kept secure, and only disclosed to individuals where necessary e.g., to new educators, staff or committee of management.
- developing procedures to ensure that all educators, staff, volunteers, and students are aware of the requirements of this policy.
- ensuring compliance with this policy by all users of the centre's ICT facilities

**All Early Childhood Staff are responsible for:**

- ensuring that children's use of ICT is supervised and restricted to the purposes of development and delivery of the early years program.
- maintaining professional respectful relationships with parents/guardians

**Parents/guardians are responsible for:**

- reading and understanding this Children's Use of *Information and Communication Technology (ICT) Policy*.
- complying with all state and federal laws, the requirements of the *Education and Care Centres National Regulations 2011*, and all centre policies and procedures.
- Signing enrolment form – regarding arrangements regarding to photos and videos.

**Volunteers and students, while at the centre, are responsible for following this policy and its procedures.**

**EVALUATION**

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- monitor the implementation, compliance, complaints, and incidents in relation to this policy.
- keep the policy up to date with current legislation, research, policy and best practice.
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required.
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

- Attachment 1: Procedures for use of ICT by children at the centre.

**AUTHORISATION**

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc in January 2018.

Review and accepted: August 2020.

**REVIEW DATE:** August 2023

## **ATTACHMENT 1**

### **Procedures for use of ICT by children at the centre**

Children's access to ICT facilities at centres administered by GRPSA must:

- be always supervised by an educator or approved student or volunteer.
- be related to the development and / or delivery of the program

### **Unacceptable/inappropriate use of ICT facilities**

- Users of the ICT facilities (and, the internet, email, and social media) at Goulburn Region Preschool Association Inc centres must not:
- play games, unless directly related to the educational and recreational program for children.
- breach copyright laws through making copies of, or transmitting, material or commercial software.