



Technology Usage Policy

NQS

QA1	1.1.1	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.
QA4	4.2.1	Professional standards guide practice, interactions and relationships.

National Regulations

Regs	73	Educational programs
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EYLF

LO5	Children use information and communication technologies to access information, investigate ideas and represent their thinking
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Aim

The Service will provide an extension to the daily program assisting in development of social, physical, emotional, cognitive, language and creative potential of each child.

Related Policies

Enrolment Policy
 Education, Curriculum and Learning Policy
 Social Networking Usage Policy

Implementation

Computer and Related Technology Usage

- 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 when directly supervised by appropriate staff members.
- Similarly, music, videos 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 staff members. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube.
- If a staff member has brought in their own laptop to complete work, educators will follow the premise that what they are doing whilst on their laptop is relevant to their job roles at the service.
- Staff Members borrowing Laptops or iPads to work on Centre related work at home, must seek permission of the approved provider or nominated Supervisor before doing so and must sign the equipment in and out. All equipment must be returned the following day to the premises.
- As stated in the staff handbook, personal mobile phones are not permitted in the Kindy, pre-school or therapy rooms. As such, when staff members need to access the internet for work related purposes, it should be done using one of the service's computers and not the staff members personal mobile phone.
- Any staff members found to be using the computers 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 incorporative of state and federal laws regarding computer usage. Should a staff member or other relevant individual use the service's computers in a way that breaks a law, the service will take the appropriate required action (eg. Reporting to the police). Furthermore, the staff member 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.

DVD Player Usage

The DVD will be an additional tool to enhance curriculum activities, not a substitution.

Guidelines for use would be:

- To assist in expanding the content of the daily program and current affairs.
- Be suitable to the needs and development levels of each child watching.
- Chosen programs 'DVD's should hold the interests of the children
- Long Day Care and free activity times can be assisted when inclement weather keeps children indoors.

Programs must be carefully selected with suitable content. Programs depicting violence e.g. graphic news reports should not be shown. Children are to view '**G' rated** videos only.

Staff members will sit with the children to monitor and discuss any aspects of the video program they are viewing.

If videos are brought from home by staff or children they must gain approval from the nominated supervisor prior to screening.

All videos bought to the centre must be labelled and stored appropriately.

Sources

National Quality Standard
Early Years Learning Framework

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties.

Reviewed: September 2015

Date for next review: October 2016