



Digital, Electronic and Social Media Policy

Aim:

- Maryland Care and Early Education Centre ensures that all technology is to be used in an appropriate, educational and relevant way with all children

Legislative requirements / Sources:

Education and Care Services National Regulations 2011 Regulation 155: Interactions with children

National Quality Standard: Element 1.1.4: The documentation about each child is available to families; Element 1.2.2: Educators respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning; Element 2.3.1 Children are adequately supervised at all times

Australian Office of Film and Literature Classification (www.classification.gov.au)

Walters, Kim (2006) My Journey into the Digital Age. Gowrie Australia. Winter Ed.

Early Childhood Code of Ethics

Raising Children Network (Australia) Limited

(http://raisingchildren.net.au/articles/screen_time.html) 2006-2015. Screen time and children. 2012

Implementation:

Digital Cameras:

- Maryland Care & Early Education Centre's digital cameras and memory sticks will remain onsite at all times. Exceptions may be made for work related reasons including excursions, training and professional development.
- Educators are permitted to take home memory sticks or other digital media sources to complete documentation.

- Students and visitors to the centre are NOT permitted to take photos with personal cameras or camera phones. Centre cameras are to be used by students for study purposes. Students are to print photos at the centre if photos must be used in documentation
- Parents wishing to use personal cameras to take photos of their own children whilst at the centre are asked to respect the privacy of other children and families and ensure only their own child is captured in these photographs

Digital photos/Video

- Photos taken at the centre can be uploaded to social media such as Facebook providing permission is obtained from the child's parents or staff member
- Educators/staff will gain permission from parents/guardians to use any photos in publications or documentation shown outside of the centre
- Photos of children may be used in the centre newsletters with parent permission for photo use sought upon enrolment
- Photos will NOT contain images of children in a state of undress, toileting, distress or shown in an unflattering manner such as; dirty face or runny nose.
- A selection of photos taken each day will be used to form the daily slide show and floor book which will be displayed in each classroom for families to view of an afternoon. Each room will leave the computer running until 5.50pm
- All documentation remains the property of Maryland Care and Early Education Centre
- Photos should be relevant and reflect the child positively e.g. dressed appropriately, face clean, nose wiped.

Digital Media

- Slide shows, documentation and individual observations will be backed up onto an external hard drive- I Cloud or One Drive at the end of the year. These files will then be kept as per regulations.
- Children's use of the computers and tablets will be supervised at all times to ensure only appropriate and relevant materials are being accessed. Children 2-3 years old will have no more than 5 minutes each per day of screen time. Children aged 3-5 years will have a maximum of 10 minutes each per day of screen time.
- Computer software being used by children will be carefully screened by staff and its appropriateness and educational content considered before implementation in the classroom
- Staff will ensure that any electronic material depicting any form of violence will not be offered
- Staff use of the office computer will be at the Nominated Supervisors discretion. Office computers will be password protected to ensure the privacy of parents, children and staff

Internet use

- At Maryland Care and Early Education Centre we value the contribution that information from the internet can have to our educational programs. However, we are also aware of the potential risk factors the internet can pose to young children if not used appropriately and with caution.
- Videos, photos and information sourced from the internet will be carefully screened by educators and its appropriateness and educational benefits determined. Computers and tablets within the classroom that are connected to the internet will be fitted with Internet security software.
- Educators and staff who access inappropriate websites either with the children or while accessing any computer on the premises of Maryland Care & Early Education Centre will be dismissed immediately. If such a breach is detected the NSW Department of Education and Communities (DECS), The Australian Children's Education and Care Quality Authority (ACECQA) and the Police will be notified
- At no time will staff be permitted to use the internet on classroom computers for personal use (i.e. accessing social network sites, checking personal emails etc) unless permission is given by the Nominated Supervisor.

Mobile Phones:

- Educators and staff are NOT to use mobile phones whilst employed to be supervising children.
- Mobile phones are only permitted to be used in break times or with the permission of the Nominated Supervisor
- Mobile phones are to be turned off or placed on silent at all other times
- Camera, video and recording functions on mobile phones are NOT to be used at any time excluding excursions and using the work mobile phone.

Social media:

- It is recommended by management that staff and educators refrain from 'friending' parents on Facebook and other social media sites. This is to protect the privacy of both staff and families

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Last Review: March 2018

Next Review: March 2019