TECHNOLOGY USAGE POLICY

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1 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. |

2 National Regulations

| Regs | 73 | Educational programs |

3 EYLF

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

4 Aim

4.1 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.

4.2 We will extend the understanding of children in relation to information technology by providing experiences and program initiatives that are developmentally appropriate and complement other curriculum strategies.

4.3 The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

5 Related Policies

Enrolment Policy (CHI-ADM-POL-022)
Education, Curriculum and Learning Policy (CHI-ADM-POL-016)
Social Networking Usage Policy (CHI-ADM-POL-053)

6 Who is affected by this Policy?

Educators
Children
Families
Management

7 Computer and Related Technology Usage

7.1 Computers, iPads and Smart Boards 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.

7.2 Children should be introduced to this technology and be made aware of its relevance and potential applications. Appropriate software may be used as part of
the program offered. Software should always be used according to the relevant ‘G’ or ‘E’ rating (General or Educational).

7.3 If relevant to the children’s learning, child appropriate websites may be accessed. However, children will only access the computers, iPads or Smart Boards when directly supervised by appropriate educators.

7.4 Similarly, music, videos etc may be streamed from the computer, iPad or Smartboard if it is relevant to the children’s learning or relevant to research or professional development undertaken by educators. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube.

7.5 If an educator 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.

7.6 For those educators who can access the internet from their mobile phone, it is preferred that educators do not access the internet (whether they are using the service’s Wi-Fi or their personal data plans) via their mobile phones but rather use the service’s computers for work relating to their job role.

7.7 Any educators 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.

7.8 Despite the many advantages of electronic and digital media in educational environments, it is important for educators to note that it can create a situation where passive learning occurs. Thus it is important that relevant information be developed in programs that promote communication, interaction and self-expression.

7.9 **Children should be limited to no more than 10 minutes of screen time (2-5 year old) or 30 minutes for 5 – 12 year olds. Children under two should not engage in screen time. Occasionally, due to learning opportunities, the smart board technology may be utilised for longer than 10 minutes during learning experiences if it supports meeting learning outcomes for a particular experience; however educators must not plan for this extended exposure.**

7.10 This policy is also inclusive of state and federal laws regarding computer usage. Should educators or other relevant individuals 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 educator 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.

8 **Television and DVD Player Usage**

8.1 The T.V will be an additional tool to enhance curriculum activities, not a substitution.

8.2 Guidelines for use would be:
i. To assist in expanding the content of the daily program and current affairs.
ii. Be suitable to the needs and development levels of each child watching.
iii. Chosen programs should hold the interests of the children
iv. Parental permission is also required for children to view television shows.

8.3 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/DVDS’s only. PG may be used for OOSH children where parental permission has been obtained. Parents should be notified of any Videos/DVD videos being screened, by educators completing and displaying the TV, Video and DVD Viewing Form.

8.4 Information regarding the film or video should be given regarding:
   i. Title
   ii. Rating
   iii. General description of the content

8.5 Children should continue to be provided with other activities during the showing of a video and be properly supervised, even if the majority of the children are attending the viewing

8.6 Educators will sit with the children to monitor and discuss any aspects of the video or television program they are viewing.

9 TV/Video/DVD Viewing Form

   Date: ________________________________

   Title of Video/DVD/ to be viewed:

   __________________________________________________________

   Rating: ________________________________

   General Description of Content: ____________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   Reason for Viewing:

   __________________________________________________________

   __________________________________________________________

10 Audio

10.1 Audio players may be utilised to develop listening skills and social interaction and cooperation at listening posts. This expression of music may also enhance self expression and confidence through music movement, drama and dance.

10.2 Any inappropriate spam that infiltrates the UOW Pulse Ltd firewall must be reported immediately to IT on phone 4221 3000.
11 Sources
National Quality Standard
Early Years Learning Framework
Education and Care Services National Regulations 2011
UOW Pulse Ltd IT Policy
Film ratings from Australian Broadcasting Authority

12 Review
This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

13 Version Control Table

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<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Information Technology Policy.</td>
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<tr>
<td>2</td>
<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with clarification added to section 7.9 regarding smart board usage. The review period changed to 2 years.</td>
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<td>3</td>
<td>Feb 2014</td>
<td>Jun 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
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