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YEDP_Digital Technologies and Online Environments_Policy and Procedures			

Digital Technologies and Online Environments Policy and Procedures

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Policy Statement

Our service recognises the benefits of digital technologies in supporting learning, communication, and safety. We are also aware of potential risks associated with digital environments, including privacy breaches, inappropriate use, and misuse of children's personal information.

We are committed to:

- Protecting the privacy and dignity of children and families.
- Complying with the **Education and Care Services National Regulations**, **National Quality Standard**, and **Queensland legislation** including the Child Protection Act 1999 and Information Privacy Act 2009.
- Ensuring families provide informed consent for the use of digital technologies involving their children.
- Using digital technologies only in ways that are purposeful, respectful, and developmentally appropriate.

Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for the safe use of digital technologies and online environments at the service.

Legislative Requirements

Section/Regulation	Description
Section 162A	Child Protection Training
Section 165	Offence to inadequately supervise children
Section 167	Offence relation to protection of children from harm and hazards

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Regulation 84	Awareness of child protection law
Regulation 115	Premises designed to facilitate supervision
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios - centre-based services
Regulation 165	Record of visitors
Regulation 166	Children not to be left alone with visitors
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 176	Time to notify certain information to the Regulatory Authority

Related Policies

Document Name	Title
YEDP_Providing a Child Safe Environment_Policy and Procedures	Providing a child safe environment
YEDP_Staffing_Policy and Procedures	Staffing
YEDP_Interactions with Children_Policy and Procedures	Interactions with Children

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YEDP_Governance and Management_Policy and Procedures	Governance and management
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Purpose

Our early childhood service is committed to ensuring that the use of digital technologies and online environments is safe, ethical, and respectful of children, families, and educators. This policy outlines how digital devices, images, videos, and surveillance technologies are managed to protect children's rights, privacy, and wellbeing.

Scope

This policy applies to all staff, students, volunteers, families, visitors, and children enrolled in the service.

Procedures

Taking, Use, Storage, and Destruction of Images and Videos

- Images and videos of children will only be taken by authorised staff using service-owned devices.
- Families must complete a **Parental Authorisation for Image Use Form** before any image or video of their child is recorded.

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- Images and videos will only be used for the purposes authorised by parents, such as documentation of learning, communication with families, promotional materials, or professional development.
- Images and videos will be securely stored on password-protected devices or secure digital platforms approved by the service.
- Images and videos will not be stored on personal devices of staff.
- Images and videos will be destroyed when no longer required, when a child leaves the service, or at the request of a parent/guardian.

Parental Authorisation for Image Use

- Parents/guardians must indicate their consent for the use of their child's images/videos in:
 - Learning documentation (e.g., portfolios, displays).
 - Service communication platforms (e.g., newsletters, apps).
 - Promotional materials (e.g., website, social media).
- Consent may be limited or withdrawn at any time in writing.
- Staff will respect and uphold each family's preferences.

Use of Surveillance Devices (CCTV)

- CCTV, where installed, is used for the purpose of **safety and security** only.

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- CCTV footage is stored securely and accessed only by the Approved Provider, Nominated Supervisor, or authorised authorities as required by law.
 - Footage is not shared with families or staff for personal use.
 - Signage will be displayed at the service notifying families and visitors of CCTV use.
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Use of Digital Devices Issued by the Service

- Digital devices (such as tablets, laptops, or cameras) provided by the service must only be used for work-related purposes.
 - Devices must be password-protected and not left unattended in public or unsecured areas.
 - Staff must not download unauthorised apps, software, or content onto service devices.
 - Personal use of service devices is not permitted.
 - All digital records must be regularly backed up and managed in accordance with the service's privacy and confidentiality policy.
-

Use of Digital Devices by Children

- Children may use service-owned digital devices (e.g., tablets, cameras) only under **direct educator supervision**.
- Digital technology will be used as a tool to enhance learning, not as a substitute for play, physical activity, or social interaction.

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- Children will not have access to the internet without educator supervision and guidance.
- The service promotes safe and responsible digital use, including teaching children about online safety in age-appropriate ways.
- Children are not permitted to bring personal digital devices (e.g., smartphones, smartwatches, tablets) into the service unless authorised by the Nominated Supervisor for specific needs.

Review

This policy will be reviewed biannually or as needed in consultation with staff, families, and in line with updated health advice or changes in legislation.

All service users are expected to comply with our policies and procedures. Parents, carers, and staff can access the most up-to-date versions at yedp.com.au. When a new policy or procedure is introduced or an existing one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored, and updated to ensure they remain current, relevant, and effective in supporting best practice.

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Rolls And Responsibilities

Approved Provider/Nominated Supervisor

- Ensure this policy is implemented, reviewed, and communicated to staff and families.
- Maintain secure systems for storing digital data.

Educators and Staff

- Adhere to the procedures outlined in this policy.
- Ensure images, videos, and digital devices are used appropriately.
- Promote safe and educational use of technology with children.

Families

- Provide or withhold consent for image and video use.
- Support the service's guidelines on children's use of digital devices.

Relevant Legislation and Standards

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard – QA2, QA5, QA6, QA7
- Child Protection Act 1999 (Qld)
- Information Privacy Act 2009 (Qld)
- Copyright Act 1968