



DIGITAL TECHNOLOGY, IMAGES & ELECTRONIC DEVICES POLICY



Purpose

Insight Early Learning is committed to the safety, wellbeing, and protection of children in our care. The use of electronic devices in early childhood education poses potential risks to children, particularly around capturing, storing, and sharing images or videos.

This policy sets clear expectations for device use across our services, reflecting the National Child Safe Standards, Education and Care Services National Law and Regulations, the NQF, and the National Model Code to ensure children's safety, dignity, and privacy.

Scope

This policy applies to:

- All Insight Early Learning services across Australia.
- Employees, contractors, volunteers, students, casual staff, agency staff, and visiting professionals working with or near children.
- Parents/carers dropping off or collecting children.
- Contractors and visitors not directly working with children
- All company-issued and personal electronic devices that can capture, store, or transfer images, videos, or data.

Legislative Requirements

Education and Care National Law	
Regulations	Description
181 – 184	Confidentiality and Storage of Records

Relevant National Quality Standard (NQS) Elements

National Quality Framework (NQF)
Safe use of digital technologies and online environment (Mandatory in Vic from 1 st September)
National Model Code

Policy Statement

- Only company-issued devices may be used to capture, store, or share images/videos of children.
- Personal devices must not be used in the learning environment and are never permitted for capturing images/videos of children.
- Children's rights and dignity must always be respected.
- Images/videos of children may only be taken, stored, or shared with parental consent in line with the National Model Code.

Implementation

Device Use

- Company-issued devices only; personal devices prohibited during care.
- Personal devices may only be used during breaks, planning, or administrative tasks away from children (including phones, smartwatches with cameras, tablets, USB's, SD cards)

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Use of Company Devices

- Must comply with the Code of Conduct and Child Safety and Respectful Environment Policy
- Child Safety practices must be included in third-part apps or storage provisions.
- Staff, children, and families must be informed about online risks via the Early Childhood Digital Engagement and Safety Policy

Images and Video Management

- Consent and authorisation
 - Written parents' consent and must specify purpose.
 - Children should provide assent where appropriate.
 - Consent must be renewed annually; withdrawal is allowed at any time.
- Purpose
 - Images / videos must only be taken to
 - Only for documenting learning, communicating experiences to families, or meeting regulatory requirements.
 - Never for personal use, entertainment, or unapproved social media.
- Storage and Retention
 - Store only on secure, company-approved platforms (e.g., Xplor/Playground)
 - No transfer to personal devices, email, or external storage
 - Systems must have password protection, restricted access, and monitoring.
 - Retention my comply with Insight record-keeping requirements.
- Sharing and Publication
 - Share only via secure, company-approved Platforms.
 - Retention and destruction follow Insight privacy and record keeping policies.
 - Personal email, messaging apps, and social media sharing are prohibited.
 - Parents/visitors must follow service rules during events (e.g., only photograph your own child, so social media without consent

Exceptions to Restrictions

Exceptions must be approved in writing by the Approved Provider or delegate for

- Emergencies (lockdowns, evacuations, serious incidents, lost children)
- personal health, disability, or accessibility needs.
- family necessity
- Temporary service-issued device failure

Approval requests submitted to compliance@insightel.com.au with:

Date of Request	
Service	
Staff Member who is requesting the approval	
Purpose of Exception	
Device Type	
Child/Individual involved (If applicable)	
Period of Approval needed (Start and Finish)	
Name of person approved	

Personal devices are never authorised for capturing/storing children's images.

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Note: Police or authorized officers and representatives of governing or regulatory bodies acting in an official capacity may be exempt

Digital Access / Arrival Platforms

Staff may not use personal devices to access digital platforms containing child records, except for multi-factor authentication on Insight-issued devices.

Education and Training

All staff, students, and volunteers must review and acknowledge this policy at induction and through annual refresher training.

Topics include:

- Safe use of digital technologies
- Device restrictions and exceptions
- Procedures for handling, storing, and destroying images of children.

Families will be informed of this policy and its rationale to support transparency and trust.

Monitoring and Compliance

Regular audits by Approved Providers and Service Leaders to confirm:

- Only company-issued devices are used.
- Images / videos are stored securely.
- Retention and deletion practices followed.

Breaches are investigated and addressed immediately which may result in disciplinary action or regulatory reporting.

Review

This policy will be reviewed annually, or sooner if legislation regulations or best practice guidance changes.

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