



USE OF TECHNOLOGY WITH CHILDREN POLICY



Purpose

Insight Early Learning is committed to providing a safe, inclusive, and developmentally appropriate environment in which children engage with digital technologies. This policy ensures technology is used to enrich children's learning and development, while maintaining their safety, wellbeing, and privacy. Technology will only ever be used as a tool to extend the educational program, not as a replacement for play, social interaction, or active exploration.

Scope

This policy applies to:

1. Children enrolled at Insight Early Learning
2. Families and caregivers
3. Educators and staff
4. Management
5. Volunteers, students, and visitors to the Service

Legislative Requirements

Education and Care National Law	
Regulations	Description
73	Educational programs
76	Information about educational program
155	Interactions with children
156	Relationships in groups
181 - 184	Confidentiality of records and storage of records

Relevant National Quality Standard (NQS) Elements

Quality Area 1 – Educational Program and Practice	
1.1.1	Approved Learning Framework
1.1.3	Program Learning Opportunities
Quality Area 2 – Children's Health and Safety	
2.2.1	Supervision
2.2.2	Incident and emergency Management
Quality Area 4 – Staffing Arrangements	
4.2.2	Professional Standards
Quality Area 5 – Relationships with Children	
5.1.1	Positive educator-to-child interactions
5.2.3	Collaborative learning
Quality Area 6 – Collaborative Partnerships with Families and Communities	

DOCUMENT CONTROL					
Policy Title	USE OF TECHNOLOGY WITH CHILDREN POLICY				
Document Owner	Taylor Rhodes	Document Author	Angela Dorrian		
Policy Reviewed	15/04/2026	Document Version	V2.4	Revision Due Date	15.04.2027

6.1.2	Parent Views respected
6.2.3	Community Engagement
Quality Area 7 – Governance and Leadership	
7.1.2	Management Systems
7.1.3	Roles and Responsibilities

Other Legislative and Policy Frameworks

- Child Safe Standards – Standard 8: Physical and online environments are safe and promote children’s wellbeing
- Australian Government “Get Up & Grow” Guidelines (screen time recommendations)
- Privacy Act 1988 (Cth) and relevant state/territory privacy laws
- eSafety Commissioner guidelines for early childhood digital engagement

Implementation

1. Guidelines for Responsible Use of Technology

- Technology will only be used to extend and enrich the curriculum.
- Educators will actively model safe, respectful, and balanced technology use.
- Technology use must not replace active play, outdoor learning, social interaction, or age-appropriate experiences.

2. Screen Time and Content Guidelines

- Under 2 years: No screen time.
- 2–5 years: Less than 1 hour per day, always supervised.
- Only content with a G rating (or equivalent age-appropriate classification) may be used.
- Mobile phones are not permitted in classrooms (except in emergencies).

3. Approved Technology and Applications

- Only pre-approved apps/software may be used.
- All apps/resources must be developmentally appropriate and support learning outcomes.
- Devices remain on service premises, unless for excursions/emergency use.
- Devices must be password-protected, with staff-only access, virus protection, and safe-search/filters enabled.

4. Educators’ Responsibilities

- Pre-screen and risk assess all digital resources before use.
- Actively supervise and engage in discussions with children during technology use.
- Promote digital citizenship, respectful online interactions, and media literacy.
- Never store or share children’s personal information/photos on personal devices.

5. Internet Safety and Risk Management

- Children only access online content with direct supervision.
- Risk assessments conducted for all digital tools before implementation.
- Staff receive ongoing training in online safety, privacy, and emerging technology use in ECEC.
- Any suspected online harm, breach of privacy, or inappropriate use will be reported immediately to management and, where relevant, authorities.
- The Service implements strategies to protect children from exposure to inappropriate material, including the use of secure networks, filtered internet access, and restricted downloads.
- Clear procedures are in place for responding to online safety incidents, including cyber safety concerns, breaches of privacy, or inappropriate digital interactions.

DOCUMENT CONTROL					
Policy Title	USE OF TECHNOLOGY WITH CHILDREN POLICY				
Document Owner	Taylor Rhodes	Document Author	Angela Dorrian		
Policy Reviewed	15/04/2026	Document Version	V2.4	Revision Due Date	15/04/2027

6. Child-Safe Physical Environment

- Technology is only used in open, visible spaces under supervision.
- Devices are positioned so that children’s activity can be monitored at all times.
- Equipment must meet WHS requirements for safe setup and ergonomics.

7. Family Partnerships

- Families will be consulted about the use of digital technology in the Service.
- Consent will be obtained for the use of children’s images, recordings, or work samples in digital media.
- Resources and support will be provided to families regarding safe and balanced technology use at home.

8. Privacy and Confidentiality

- The Service’s Privacy and Confidentiality Policy applies at all times.
- No unauthorised uploading or sharing of children’s or families’ information is permitted.
- Access to digital records is restricted to authorised personnel only.
- Images, videos, and information relating to children will only be captured, stored, and shared using approved service devices and platforms.
- Written consent is obtained from families for the collection, use, and sharing of children’s images and digital records, including the right to withdraw consent at any time.
- Educators, staff, and visitors are strictly prohibited from using personal devices whilst in classrooms and under no circumstances are they to photograph, record, or share information about children.

9. Continuous Improvement

- Management will regularly review digital tools, guidelines, and screen time practices to ensure alignment with updated regulations and best practice.
- Feedback from families, children (where appropriate), and educators will inform policy updates.
- Professional development opportunities will be provided to staff in digital learning, safety, and innovation.

10. Acceptable Use of Digital Technologies

All educators, staff, students, volunteers, and visitors must adhere to the Service’s expectations regarding the safe and appropriate use of digital technologies.

This includes:

- Using digital devices for work-related purposes only while on shift
- Maintaining professional boundaries in all online communications
- Not accessing, storing, or sharing inappropriate, offensive, or non-work-related content
- Ensuring all communication with families occurs via approved platforms only
- Any misuse of digital technologies may result in disciplinary action.

11. Online Environments and Communication

- The Service ensures that all online environments used for communication and documentation (e.g. apps, parent communication platforms) are secure, password-protected, and approved by management.
- Communication with families through digital platforms will be respectful, professional, and aligned with the Service’s code of conduct.
- The Service does not engage with children through social media or non-approved digital communication channels.

12. Cyber Safety and Digital Citizenship

Educators will intentionally teach and model safe, respectful, and responsible use of digital technologies. Children will be supported to develop early understandings of digital safety, including:

DOCUMENT CONTROL					
Policy Title	USE OF TECHNOLOGY WITH CHILDREN POLICY				
Document Owner	Taylor Rhodes	Document Author	Angela Dorrian		
Policy Reviewed	15/04/2026	Document Version	V2.4	Revision Due Date	15/04/2027

- Respecting others when using technology
- Understanding that devices are shared tools
- Recognising safe vs unsafe online experiences (age appropriate)

13. Monitoring and Review of Digital Use

- The Service monitors the use of digital technologies to ensure compliance with this policy, including regular audits of devices, apps, and online platforms.
- Any identified risks or concerns will be addressed promptly, with adjustments made to practices where required.

Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

DOCUMENT CONTROL					
Policy Title	USE OF TECHNOLOGY WITH CHILDREN POLICY				
Document Owner	Taylor Rhodes	Document Author	Angela Dorrian		
Policy Reviewed	15/04/2026	Document Version	V2.4	Revision Due Date	15/04/2027