



SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS POLICY

Our Service is committed to fostering a culture that creates and maintains a safe online environment with support and collaboration from staff, families and community. As a child safe organisation, our Service embeds the [National Principles for Child Safe Organisations](#) and [Victorian Child Safe Standards](#) and continuously addresses risks to ensure children are safe in physical and online environments. Digital technologies have become an integral part of many children's daily lives. For this reason, it is important that our educators are not only familiar with the use of digital technologies, but are able to guide children's understanding of, and ability to interact, engage, access and use a range of digital technology in a child safe environment.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 162A	Child protection training
S. 165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
12	Meaning of serious incident
73	Educational Program
76	Information about educational program to be given to parents
84	Awareness of child protection law
115	Premises designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre-based services
149	Volunteers and students
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168	Education and care services must have policies and procedures
168(2)(ha)	The safe use of digital technologies and online environments at the service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	<i>Privacy Act 1988</i> (the Act)
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook	

RELATED POLICIES

Behaviour Guidance: Bullying Policy CCS Data Security Policy CCS Personnel Policy CCS Governance Policy Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy ECIP Management Policy Educational Program Policy Enrolment Policy Family Communication Policy Fraud Prevention Policy	Governance and Leadership Policy Incident, Injury, Trauma, and Illness Policy Interactions with Children Families and Staff Policy Privacy and Confidentiality Policy Programming Policy Protected Disclosure (Whistleblower) Policy Record Keeping and Retention Policy Staffing Arrangements Policy Student, Volunteer and Visitor Policy Supervision Policy Social Media Policy
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PURPOSE

Children's safety and wellbeing is paramount and our Service has the responsibility to provide and maintain a safe and secure working and learning environment for staff, children, visitors and contractors, including online environments. We aim to create and maintain a positive digital safe culture that works in conjunction with our Service philosophy, and privacy and legislative requirements to ensure the safety of enrolled children, educators and families. We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions.

The use of Close Circuit Television (CCTV) installed at the Service aims to address crime prevention strategies to reduce concerns, deal with complaints and support investigations. Our Service adheres to the Privacy Act 1988 (Privacy Act) and complies with the Australian Privacy Principles.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

TERMINOLOGY For additional definitions and key terms used within this policy, refer to <i>Key Terms – Policies and Procedures</i> .	
Artificial intelligence (AI)	An engineered system that generates predictive outputs such as content, forecasts, recommendations, or decisions for a given set of human defined objectives or parameters without explicit programming.
Cyberbullying	When someone uses the internet to be mean to a child or young person so they feel bad or upset
Cyber safety	Safe and responsible use of the internet and equipment/devices, including mobile phones and devices.
Disclosure	Process by which a child conveys or attempts to convey that they are being or have been sexually abused, or by which an adult conveys or attempts to convey that they were sexually abused as a child
Generative artificial intelligence (AI)	A branch of AI that develops generative models with the capability of learning to generate novel content such as images, text and other media with similar properties as their training data
Harmful content	Harmful content includes sexually explicit material; false or misleading information; violence; extremism or terrorism; hateful or offensive material
ICT	Information and Communication Technologies
Illegal content	Includes: images and videos of child sexual abuse Content that advocates terrorist acts Content that promotes, incites or instructs in crime or violence Footage of real violence, cruelty and criminal activity
Optical Surveillance Device	Has the same meaning as in section 6(1) of the Surveillance Devices Act 2004 of the Commonwealth
Online hate	Any hateful posts about a person or group based on their race, religion, ethnicity, sexual orientation, disability or gender
Smart toys	Smart toys generally require an internet connection to operate as the computing task is on a central server
Sexting	Sending a sexual message or text, with or without a photo or video. It can be done using a phone service or any platform that allows people to connect via an online message or chat function
Unwanted contact	Any type of online communication that makes you feel uncomfortable, unsafe or harassed.

Source: Glossary to NQF Child Safe Culture and Online Safety Guides- ACECQA 2025

IMPLEMENTATION

Our Service uses digital technology and electronic devices as tools for learning with children, documenting their learning and development, communicating with families and the wider community, supporting program planning and administration tasks and enhancing safety and security through systems such as sign in/out platforms and CCTV monitoring. Our educators are diligent in ensuring children are only able to access age-appropriate technology on a Service issued device.

DIGITAL TECHNOLOGY AND ELECTRONIC DEVICES USED AT THE SERVICE

Our Service adopts and aligns with the [National Model Code](#) for taking images or videos of children.

The approved provider will inform staff, educators, visitors, volunteers and family members that the use of personal electronic devices used to take, store or transfer images or videos of children who are being educated and cared for at the Service is strictly prohibited. This includes items such as tablets, mobile phones, computers/laptops, digital cameras, META sunglasses (wearables) and personal storage and file transfer media (such as SD/memory cards, USB drives, hard drives and cloud storage) and other new and emerging technologies. These devices should not be in the possession of staff, educators or visitors (e.g. ECIP professionals) while working directly with children, including during excursions or when children are being transported. Smart watches will be permitted by the service after prohibited apps have been removed and sighted by Nominated Supervisor.

Staff and educators are advised that electronic devices supplied or issued by and registered with the Service must not be removed from the premises as they may contain personal details of staff or children, including photos or videos. Exemptions may apply when required for operational activities, for example working from home days, excursions or transportation.

EXEMPTIONS

The approved provider will inform staff, educators and visitors of exemptions or prescribed circumstances that may warrant a person to use or be in possession of a personal electronic device that can be used to take images or videos while working directly with children. Staff, educators or visitors with an exemption must not use the personal device to take images or videos of children. Exemptions need to be provided in writing by the approved provider and may include:

- Emergency communication during incidents such as a lost child, injury, lockdown, or evacuation
- Personal health needs requiring device use (e.g. heart or blood sugar monitoring)
- Disability related communication needs
- Urgent family matters (e.g. critically ill or dying family member)
- Local emergency event to receive alerts (e.g. government bushfire or evacuation notifications)

SERVICE-SUPPLIED OR ISSUED ELECTRONIC DEVICES

Service-supplied or issued devices must be configured to comply with Service policies and procedures as outlined within this policy. Our Service will maintain records of electronic Service-supplied devices.

Including the date of supply, type of device, make, model, serial number, name and signature of approved provider supplying the device and a declaration that the device is configured to operate in line

within this policy. If the device is no longer used within the Service, a record of revocation will be documented

Our Service will develop and maintain a register of all electronic devices purchased for and used within the Service. Each device purchased for and used at the service will be clearly marked with an identification code and marked to state it is property of the Service. This register will include details such as the identification code, device type, date of purchase, intended use, assigned user (if applicable), security settings, and any features related to connectivity, data storage, or recording capabilities. Devices recorded in the register may include, but are not limited to, computers, tablets, mobile phones, cameras, CCTV systems, audio recorders, smart toys, baby monitors and any other internet-connected or data-enabled devices used within the Service. Electronic devices issued by and registered with the Service will be stored in a locked cabinet at the end of the day. Records relating to the supply or issue of electronic devices, including registers of Service-supplied or issued devices, are to be stored securely for a period of 3 years from the date the record was made.

Children enrolled at our Service are not permitted to bring electronic devices to the Service, unless an exception has been discussed with the approved provider or nominated supervisor where the device may be required to support a diagnosed medical condition or disability. If a child brings an electronic device to the Service, it will be switched off and stored in a locked cupboard.

IMAGES AND VIDEOS

The approved provider is responsible for determining who is authorised to take, use, store and destroy images and videos of children using Service-supplied or issued digital devices. Images and videos will be stored securely with password protection, with access limited to authorised personnel only. Images and videos of children must only be taken and used in accordance with Service policies, and careful consideration given to the purpose of the image or video. Educators will engage in discussions that consider the intent, appropriateness, context and consent involved in capturing and using the images and videos, ensuring the process aligns with children's learning, wellbeing and right to privacy.

Our Service will regularly review how digital data, including images and videos of children, is stored. Back-ups of all digital data, whether offline or online (such as a cloud-based service), will be performed each month. Digital data stored at the Service will be destroyed in accordance with the *Record Keeping and Retention Policy* and procedure. The approved provider will ensure staff, educators, visitors and volunteers do not transfer images or videos from Service issued devices to personal devices. Unauthorised transferring of digital data may result in disciplinary action.

PHYSICAL ENVIRONMENT AND ACTIVE SUPERVISION

The approved provider, nominated supervisor, management and educators will:

- ensure children are always supervised and never left unattended whilst an electronic device is connected to the internet
- provide a child safe environment to children- reminding them if they encounter anything unexpected that makes them feel uncomfortable, scared or upset, they can seek support from staff
- reflect on our Service's physical environment, layout and design to ensure it supports child safe practices when children are engaged in using technology
 - perform regular audits to identify risks to children's safety and changes in room set-ups that can indicate areas of higher-risk and become supervision 'blind spots'
 - ensure location of digital technology/equipment allows educators to remain in line-of-sight of other staff members when working with children
 - only permit children to use devices in open areas where educators can monitor children's use
 - be aware of high-risk behaviours for children online, including uploading private information or images, engaging with inappropriate content (inadvertently or purposefully), making in-app purchases, and interacting with unsafe individuals
 - ensure all visitors and volunteers are supervised at all times
 - ensure all devices are password protected with access for staff only
- where digital devices are used during transportation and excursions, they must be used in accordance with practices outlined within this policy and associated procedure.

SOFTWARE PROGRAMS AND APPS

Our Service uses a range of secure software programs and apps on Service-supplied or issued devices to support the educational program and administration of the Service. All apps used by staff, educators, visitors and children are carefully selected, regularly checked and kept up to date with the latest available system updates. Access to software programs and apps are password protected to ensure the privacy of children, families and staff. Each user is required to create their own user account and ensure log in and password information is not shared.

The approved provider will ensure programs which require additional background checks, such as CCS Software, are only accessed by authorised staff who have completed necessary screening processes in accordance with Family Assistance Law. Our educational program software is used by educators to share observations, photos, videos, daily reports, and learning portfolios with families in a secure, closed platform. In addition, our Service may use accounting and payroll software such as QuickBooks, HR

systems, and compliance tools. These platforms assist in managing the Service's financial, staffing, and operational requirements.

ARTIFICIAL INTELLIGENCE (AI) INTERACTIONS AND GUIDELINES

Educators and staff at Alphabet Preschool do not use Artificial Intelligence (AI).

CONFIDENTIAL AND PRIVACY GUIDELINES

Our *Privacy and Confidentiality Policy* applies to all use of digital technology and online environments. All staff, educators, and visitors must ensure that any information, images, or digital content related to children, families, and the Service are collected, stored, used, and shared in accordance with privacy legislation and Service procedures, to maintain confidentiality and protect the safety and wellbeing of children. The nominated supervisor will advise the approved provider as soon as possible regarding any potential threat to security information and access to data sensitive information. Our Service will follow practices outlined within the *Safe Use of Digital Technologies and Online Environments Procedure* to protect personal and sensitive digital data.

The approved provider will notify the Office of the Australian Information Commissioner (OAIC) in the event of a possible data breach by using the online [Notifiable Data Breach Form](#). This could include:

- a device containing personal information about children and/or families is lost or stolen (parent names and phone numbers, dates of birth, allergies, parent phone numbers)
- a data base with personal information about children and/or families is hacked
- personal information about a child is mistakenly given to the wrong person (portfolios, child developmental report)
- this applies to any possible breach within the Service or if the device is left behind whilst on an excursion
- ensure educators are aware of their mandatory reporting requirements and report any concerns related to child safety including inappropriate use of digital technology or inappropriate conduct to the approved provider or nominated supervisor.

IDENTIFICATION AND REPORTING OF ONLINE ABUSE AND SAFETY CONCERNS

Our Service will implement measures to keep children safe whilst using digital technology and accessing online environments.

The approved provider, nominated supervisor and management will:

- ensure all staff, educators, students and volunteers are aware of their mandatory reporting obligations and promptly report any concerns related to child safety, including inappropriate use of digital technology, to the approved provider or nominated supervisor [See *Child Protection Policy*]
- support educators to:
 - encourage children to seek support if they encounter anything unexpected that makes them feel uncomfortable, scared or upset
 - listen sensitively and respond appropriately to any disclosures children may make relating to unsafe online interactions or exposure to inappropriate content, adhering to the *Child Protection Policy, Behaviour Guidance: Bullying Policy* and reporting procedures
 - respond to and report any breaches and incidents of inappropriate use of digital devices and online services to management
- ensure all concerns are documented and responded to promptly and appropriately, with support provided to the child and their family as required
- ensure all educators, staff, students and families are advised of the *Protected Disclosure (Whistleblower) Policy*, whistleblower protections and processes
- report any suspected cases of online abuse to the relevant authorities, including the eSafety Commissioner and Police, in accordance with legal requirements and child protection procedures
- notify the regulatory authority within 24 hours, via [NQA ITS](#), if a child is involved in a serious incident, including any unsafe online interactions, exposure to inappropriate content, or suspected online abuse.

USE OF BABY MONITORS

Our Service uses an audio-only baby monitor to monitor children while they sleep within the Service. This **does not** replace required physical safe sleep checks. The monitor is audio only, and is not accessible via WIFI.

USE OF CLOSED-CIRCUIT TELEVISION (CCTV) MONITORING

Our Service uses Closed-Circuit Television (CCTV) to monitor the physical environment. Our Service will regularly review guidance on the use of surveillance devices, including information provided by the Office of the Australian Information Commissioner.

CAMERA USE

A sign is located at the entrance of the Service to advise staff, families, and visitors about the surveillance.

Closed-Circuit Television (CCTV) operates at the Service and comprises of:

- 16 fixed position cameras
- A monitor
- Digital Hard Drive Recorder
- 1 Public Information Sign

CAMERA LOCATIONS

The entrance and exit points:

- Car park
- Foyer Area
- Hallway
- Kinder playground
- 3yo Kinder playground
- Prekinder playground
- Toddler 2 playground
- Toddler 1 playground
- Nursery playground

Cameras are not installed in private areas such as bathrooms or shower areas (for adults or children). All cameras are clearly visible.

The CCTV recording system operates in real mode, monitoring the site continuously 24 hours a day. Footage and information collected via the recording system will be governed by [Australian Privacy Principles](#) and all relevant staff will be kept up to date with requirements under Australia's privacy law. CCTV footage is kept in a secure location at the Service for a period of up to 14 days. Any recorded footage will be destroyed or de-identified when it is no longer needed for the purpose it was collected.

Access to CCTV footage at the Service is strictly controlled and protected by secure, password-protected systems. Only authorised personnel are permitted to access the footage, in accordance with privacy laws and Service policies. The approved provider is responsible for determining who is authorised to access CCTV footage. CCTV footage will not be accessible to external parties (e.g. staff members or families)

without appropriate authorisation. Any requests to view CCTV footage will be managed in accordance with Australian Law.

Access to the recordings will only be disclosed to:

1. the Ombudsman (Victoria) to assist with investigations on 'child protection' (e.g. risk of harm, abuse, neglect and ill treatment).
2. to a member or officer of a law enforcement agency, e.g. Police, for use in assisting with investigations.
3. the approved provider or nominated supervisor to investigate situations that may have occurred.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- that obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- new employees, students and volunteers are provided with a copy of the *Safe Use of Digital Technologies and Online Environments Policy* and procedure as part of their induction and are advised on how and where the policy can be accessed
- all staff, educators, volunteers and students are aware of current child protection law, National Principles for Child Safe Organisations, Victorian Child Safe Standards, and their duty of care to ensure that reasonable steps are taken to prevent harm to children
- families are aware of this *Safe Use of Digital Technologies and Online Environments Policy* and procedure and are advised on how and where the policy can be accessed
- processes are in place to ensure families who speak languages other than English understand the requirements of this policy, including providing authorisation for images and videos
- they promote and support a child safe environment, ensuring adherence to the *Child Safe Environment and Child Protection Policies*, including mandatory reporting obligations
- the National Principles for Child Safe Organisations and Victorian Child Safe Standards are embedded into the organisational structure and operations
- professional learning is provided to educators and staff relating to the safe use of digital technologies and online environments
- all electronic devices purchased and supplied for the Service are recorded via the *Electronic Service-Supplied Device Form*

- an *Electronic Device Register* is developed and monitored for all electronic devices purchased and used at the Service
- a record of revocation is documented for any electronic devices no longer used at the Service
- appropriate ratios and adequate supervision are maintained for children at all times including when using digital technology and accessing online environments
- students, volunteers and/or visitors are never left alone with a child whilst at the Service under any circumstances
- all staff, educators, volunteers and students are aware of National Model Code and [Guidelines](#) and strictly adhere to these guidelines for taking images or video of children including:
 - personal electronic devices or personal storage devices, that can take images or videos, are not used by educators, staff, visitors or volunteers when working directly with children
 - staff and educators only use electronic devices supplied or issued by the Service for taking images or videos of children enrolled at the Service
 - Service issued devices are securely configured, monitored and maintained to prevent unauthorised access
 - exemptions or prescribed circumstances are authorised, in writing, for staff to possess or control a personal device while working directly with children
 - visitors who are supporting children at the Service (NDIS funded support professionals, Inclusion Support Professionals) obtain written authorisation from parents/guardians to capture images or video of a child for observation/documentation purposes only. (See *ECIP Confidentiality Agreement*)
- children, educators and parents are aware of our Service's complaints handling process to raise any concerns they may have about the use of digital technologies or any other matter (see: *Dealing with Complaints Policy*)
- the Service *Privacy and Confidentiality Policy* is adhered to at all times by staff, educators, families, visitors, volunteers and students
- parents/guardians are informed of how the Service will take, use, store and destroy images and videos of children enrolled at the Service during enrolment and orientation
- written authorisation is requested from families to take, use, store and destroy digital documentation including images and videos of children
- images or videos of children are not taken, used or stored without prior parent/guardian authorisation
- a record of all children who are NOT to be photographed or captured on video is to be developed, maintained and shared with educators and staff. This record will remain private and confidential.

- written authorisation is obtained from parents/guardians for children to use electronic devices (See: *Cyber Safety Authorisation*)
- written authorisation is obtained from parents/guardians to collect and share personal information, images or videos of their children online (Website, Facebook, Instagram or Storypark)
- that the Service seeks written authorisation from parents/guardians for their child to be photographed when an outside photographer/agency is contracted to take photographs for marketing purposes or to take individual and group photos. Only children who have written authorisation from their parent/guardian will be included in any photography. [See *Media Authorisation Form*]
- that the children of parents/guardians who do not wish their child to be photographed or videoed are provided with other activities when an external photographer/agency is engaged
- Early Childhood Professionals (ECIP) visiting the Service must obtain authorisation from the approved provider and parent/guardian prior to taking images or videos of children whilst at the Service. Images and videos must NOT be taken on personal devices
- families are informed to withdraw authorisation, a written request is required
- images and videos of individual children are deleted or destroyed and removed from storage when authorisation has been revoked from the parent/guardian
- they review how images and videos are stored on a regular basis and ensure new educators and staff have access to relevant folders and files, if required, in accordance with their role
- digital data is stored securely, whether offline or online, using a cloud-based service, and that data is archived regularly (monthly is recommended)
- images and videos are deleted or destroyed and removed from storage devices in accordance with the *Record Keeping and Retention Policy*; images and videos used for documenting children's learning and development must be held for 3 years after the child's last day of attendance
- every child in our care is protected from any exploitation of photographic and video images of themselves whilst they attend the Service
- images or videos of children must be appropriate in nature and must not show children in distress, in a position that may be perceived as sexualised or in a state of undress, including where genitalia may be exposed
- external agencies or specialists are consulted if concerns are identified relating to online abuse, cyberbullying or digital safety risks
- policies and procedures reflect a commitment to equity and diversity, protect children's privacy, and empower children to be independent

- collaboration with relevant professionals, as required, to support equitable access to digital technologies for all children
- they remain informed of privacy legislation through monitoring of updates from relevant government authorities such as the Office of the Australian Information Commissioner (OAIC)
- a risk assessment is conducted regarding the use of digital technologies by staff and children at the Service, including accessing online environments
- risk assessments for digital technology and online environments are reviewed annually or as soon as possible after becoming aware of any circumstances that may affect the safety, health or wellbeing of children
- policies and procedures are reviewed following an identification of risks following the review of risk assessments relating to the use of digital technologies and online environments
- staff, educators, families and children are informed of updates to policies, procedures or legislation relating to digital technologies and online environments
- a review of practices is conducted following an incident involving digital technologies or online environments, including an assessment of areas for improvement
- to install and maintain anti-virus and internet security systems including firewalls to block access to unsuitable web sites, newsgroups and chat rooms
- educators are informed of, and adhere to recommended timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines:
 - children birth to one year should not spend any time in front of a screen
 - children 2 to 5 years of age should be limited to less than one hour per day
 - children 5-12 years of age should limit screen time for entertainment to no more than 2 hours a day.
- the use of TV/iPad and watching DVD's is kept to a minimum, with programs chosen that are engaging and age appropriate to children. When used, the following conditions apply:
 - only 'G' rated television programs and movies will be viewed at the Service
 - programs depicting violence and/or inappropriate content (including graphic news reports) will not be shown
 - only TV programs or videos that have positive messages about relationships, family and life will be shown
 - information about programs to be viewed will be shared with families beforehand to ensure that they approve of the content. Information may include title, synopsis, rating, length of program
 - all content will be socially and culturally considerate and appropriate

- they share information to families about recommended screen time limits based on *Australia's Physical Activity and Sedentary Behaviour Guidelines*.
- all documentation and records relating to safe use of digital technologies are kept safe and secure for a period of 3 years following the child's last day of attendance
- a review of practices is conducted following an incident involving digital technologies and online environments, including an assessment of areas for improvement.

EDUCATORS WILL:

- adhere to the *Safe Use of Digital Technologies and Online Environments Policy* and associated procedure
- ensure they are aware of current child protection law, National Principles for Child Safe Organisations, Victorian Child Safe Standards, and their duty of care to ensure that reasonable steps are taken to prevent harm to children
- ensure they promote and support a child safe environment, including adherence to the *Child Safe Environment* and *Child Protection Policies* and mandatory reporting obligations
- participate in practical training related to digital safety, privacy protection and responsible use of technology
- understand the critical importance of implementing active supervision strategies when children are accessing online environments to keep children safe
- promote and contribute to a culture of child safety and wellbeing in all aspects of our Service's operations, including when accessing digital technologies and online learning environments
- develop an understanding of the National Model Code and strictly adhere to these guidelines for taking images or video of children
- not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or videos of children at the Service, access social media (Facebook, Instagram or other) while working directly with children, unless an exemption has been authorised
- not breach children's or families' privacy
- keep passwords confidential and log out of computers and software programs after each use
- ask permission before taking photos of children on any device and explain to children how photos of them will be used and where they may be published
- ensure children's personal information where children can be identified such as name, address, age, date of birth etc., is not shared online
- ensure that screen time is not used as a reward or to manage challenging behaviours under any circumstances

- introduce concepts to children about online safety at age-appropriate levels
- support children’s understanding of online safety by providing age-appropriate guidance, discussions and activities that help them to recognise safe and unsafe online behaviours
- consult with children about matters that impact them, including the use of digital technologies and online environments, to ensure their voices are heard and respected in a meaningful way
- adhere to and sign the *Cyber Safety Agreement*
- Lead educators will adhere to the *Working from home policy* and sign a *Working from Home agreement*.

FAMILIES WILL:

- adhere to the *Safe Use of Digital Technologies and Online Environments Policy* and associated procedure
- not use personal electronic devices, such as mobile phones, smart watches or META sunglasses, to take photos, record audio, or capture video of children being educated and cared for at the Service
- provide written authorisation indicating whether or not the Service may take, use, store or destroy images or videos of their child
- provide written notification if they wish to withdraw the authorisation for the Service to take, use, store or destroy images and videos of their child
- be requested to provide written authorisation/consent for individuals visiting the Service to take photographs of their child/ren (e.g. ECIP professionals, school photos etc.)
- be able to withdraw authorisation for the Service to take, use, store or destroy images or videos of children at any time in writing
- be provided with clear information about how to make a complaint and our complaints handling processes
- be aware that sometimes other children in the Service may feature in the same photos, videos, and/or observations as their children. In these cases, families are never to duplicate or upload them to the internet/social networking sites or share them with anyone other than family members.

VISITORS AND VOLUNTEERS WILL:

- adhere to the *Safe Use of Digital Technologies and Online Environments Policy* and associated procedure whilst visiting the Service
- not use personal electronic devices, such as mobile phones smart watches or META sunglasses, to take photos, record audio, or capture video of children being educated and cared for at the Service

- report any concerns related to child safety, including inappropriate use of digital technology, to the approved provider or nominated supervisor
- obtain written authorisation from parents/guardians and the approved provider to capture images or videos of a child for observation/documentation purposes only. This applies to visitors who are supporting children at the Service (NDIS funded support professionals, Inclusion Support professionals) (See *ECIP Confidentiality Agreement*).

BREACH OF POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment and may face disciplinary action which may lead to notification to the regulatory authority and child protection authorities. Visitors or volunteers who fail to comply to this policy may face termination of their engagement. Family members who do not comply with this policy may place their child's enrolment at risk and limit the family members' access to the Service.

RESOURCES

Australian Children's Education & Care Quality Authority. [National Model for Early Childhood Education and Care.](#)

[Australian Government Office of the eSafety commission](#)

[eSafety Early Years Program for educators](#)

[eSafety Early Years Program checklist](#)

[eSmart Alannah & Madeline foundation](#)

[Family Tech Agreement. eSafety Early Years Online safety for under 5s](#)

Kiddle is a child-friendly search engine for children that filters information and websites with deceptive or explicit content: <https://www.kiddle.co/>

Office of the Australian Information Commissioner (OAIC)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Use of Digital Technologies and Online Environments Policy* will be reviewed on an annual basis or earlier if there are changes to legislation or ACECQA guidance, or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 30 days.

RELATED RESOURCES

CCS Compliance Checklist and Audit CCTV Monitoring Letter to Families Cyber Safety Agreement Cyber Safety Authorisation Data Breach Response Record Data Security Checklist Digital Technologies Risk Assessment ECIP Confidentiality Agreement Electronic Device Exemption Form	Electronic Device Register Electronic Service-Supplied Device Form Media Authorisation Child Media Authorisation Staff Privacy Audit Privacy and Confidentiality Procedure Safe Use of Digital Technologies and Online Environment Procedure
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[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#) (for WA Services only)

REVIEW

POLICY REVIEWED	SEPTEMBER / NOVEMBER 2025	NEXT REVIEW DATE	OCTOBER 2026
VERSION NUMBER	V3.11.25		
MODIFICATIONS	NOVEMBER <ul style="list-style-type: none"> Policy reviewed out of scope following the release of the <i>Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025</i> mandatory for NSW Services 		

	SEPTEMBER <ul style="list-style-type: none"> • policy reviewed out of regular calendar review due to legislation changes for child safety- National Model Code (NMC) • merger of the following policy: Photograph Policy • minor edits within policy • sources checked for currency and updated as required 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JULY 2025	<ul style="list-style-type: none"> • New policy developed following changes to National Regulations effective from 1 September 2025 Merger of the following policies: Technology Policy, Cyber Safety Policy and CCTV Policy	OCTOBER 2026