Technology, Media, and Digital Safety Policy

National Quality Area		
QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
National Regulations		
Regs	77	Health, hygiene and safe food practices
	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	88	Infectious diseases
	90	Medical conditions policy
	162	Health information to be kept in enrolment record

Purpose

Our service recognises that digital technologies, media, and photography can support children's learning, creativity, and communication and connection when used safely, respectfully, and appropriately. We are committed to:

- Promoting safe and responsible use of technology
- Protecting children's rights, dignity, and privacy
- Maintaining child safe digital practices
- Supporting children to develop digital literacy and citizenship skills
- Ensuring all photographs, videos, and digital content are managed ethically and securely

Definitions

"Personal electronic devices" – Are devices that can take images or videos (such as tablets, phones, digital cameras and smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives, and cloud storage).

"Personally Identifiable Information (PII)" – is any data that can identify, contact, or locate a specific individual, such as names, emails, phone numbers, home address, etc.

Related Policies

Enrolment Policy

Privacy and Confidentiality Policy

Child safe environment policy

Code of conduct

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

Guiding Principles

The service will:

- provide a child safe digital environment
- use technology to enhance learning and engagement
- maintain balanced and developmentally appropriate screen use
- respect the privacy and consent of children, families and educators
- promote respectful online behaviour and digital citizenship
- ensure all digital practices align with child protection obligations

Service Technology

Appropriate Use of Service Technology – Educators and Staff

Service-owned technology may only be used for authorised service purposes, including:

- educational programming and learning experiences
- documenting children's learning
- communication with families through approved platforms
- administrative tasks
- professional development
- compliance and record keeping
- operational requirements

Educators and staff must:

- use technology professionally and responsibly
- maintain supervision of children while using devices
- protect confidential information
- follow service procedures for passwords and access
- immediately report damaged, lost or inappropriate use of devices

Educators and staff must not:

- access inappropriate or offensive material
- use devices for personal use during work hours
- use devices in ways that compromise supervision
- photograph or record children on personal devices
- use personal social media to communicate with children
- livestream children or service activities
- share confidential information electronically without authorisation

Children's Use of Technology

Technology may be used to:

- support children's learning and creativity
- research topics of interest
- encourage collaboration and communication
- develop digital literacy skills
- access music, videos and educational resources
- support planned experiences and projects

Children will only access technology:

- with educator knowledge and supervision
- in ways that are purposeful, appropriate and balanced

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

- using approved programs, applications or websites

Educators will:

- supervise all online activity
- discuss safe and respectful technology use with children
- support children to develop responsible digital behaviours
- ensure content is age appropriate and culturally respectful

Technology will never replace:

- active play
- social interaction
- relationships with educators
- outdoor experiences
- collaborative learning

Screen Time and Digital Content

Digital content used within the service must:

- align with the educational program
- support children's interests and learning
- be appropriate to children's age and development
- be culturally respectful and inclusive
- avoid graphic, violent or inappropriate themes

Where applicable, content should be rated G or PG.

The service will aim to maintain balanced screen use consistent with current Australian recommendations for children.

Internet, Social Media and Online Communication

Children are not permitted to access:

- social media platforms
- online messaging services
- livestreaming platforms
- online communication applications

This includes but is not limited to:

- TikTok
- Instagram
- Facebook
- Snapchat
- Discord
- FaceTime
- online chatrooms
- messaging applications

The service will:

- use filtering and security measures where possible
- supervise internet use
- support children to understand cyber safety and respectful online behaviour

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

Personal Devices

Personal Devices and Personal Social Media Accounts – Educators and Staff

Staff may bring personal devices to the service at their own risk. The service accepts no responsibility for loss, theft or damage. Our Service adheres to the National Model Code for Early Childhood and Education and Care. *See Appendix.*

Personal devices must:

- remain stored away while educators are actively supervising children
- only be used during breaks or with approval from the Responsible Person
- never be used to photograph, record or communicate with children
- Smart watches and wearable technology must not interfere with supervision, professional conduct or child safety obligations.
- Any inappropriate or unauthorised use of personal technology may result in disciplinary action.

Personal Social Media Accounts

The Approved Provider, Nominated Supervisor, educators, staff members, and volunteers will not:

- access their social media accounts on any device while educating and caring for children.
- send or accept 'friend requests' from parents or family members that have children at the Service.
- post any information about what happens at the Service.
- post any photos taken at the service or on an excursion. If this occurs families will be contacted immediately. If possible, the social networking website will be contacted to delete the photos.
- post any material that is offensive, defamatory, threatening, harassing, bullying, discriminatory or otherwise unlawful.
- post any material that could bring their professional standing into disrepute.
- post any material that could damage the employment relationship, the employer's/Service's reputation or commercial interests, or bring the employer/Service into disrepute.
- pose as a representative of the employer or express views on behalf of the employer.
- use the service logo or email without permission.
- list the employer's name on a Facebook page without permission.
- disclose confidential, private or sensitive information.
- publicise workplace disputes

Personal Devices – Children

Children are not to bring personal devices to the service. If families require their children to have personal devices at the service, the children are requested to hand over their personal device to management or the responsible person and it will be stored away while they are in the care of the service. When the child is collected by an authorised person, management or the responsible person will hand over the personal device. The service is not responsible for lost, stolen or damaged devices.

Children are not permitted to use their personal devices will in the care of the service.

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

Artificial Intelligence

Our Service acknowledges that Artificial Intelligence (AI) may be used as a limited administrative and management support tool to assist with operational efficiency and documentation practices. The use of AI within the service will always align with our commitment to child safety, privacy, confidentiality, and professional practice.

Prior to the use of AI, the service will engage in ethical checks to help make sure AI is used responsibly, safely, fairly, and respectfully. Ethical checks help protect privacy, reduce the risk of bias or harm, and help build transparency and trust. Management will consider these ethical checks before any AI use:

- **Oversight:** Ensure we are actively reviewing AI outputs, and they are aligned to our intended purpose.
- **Diversity and bias awareness:** be mindful of echo chambers. Use AI in ways that explore diverse ideas and perspective and help reduce bias.
- **Explainability:** ensure we can describe and account for our actions or steps in generating AI content.
- **Knowledge boundaries and expertise:** use AI for tasks where we can critically assess the results. Engage with a range of professional learning and resources to support our use in safely engaging with AI.
- **Respect for others:** ensure AI use is respectful of colleagues, students, and the community, including their data.
- **Value Alignment:** AI use should align with our values and expectations.

AI will only be used by approved management for the following purposes:

- drafting and reviewing policies and procedures
- administrative support tasks
- assisting with programming ideas, reflections, and planning documentation
- supporting general operational organisation and communication drafts

AI will **not** be used:

- directly with children or by children at the service
- during active supervision or 'on the floor' educator hours
- as a replacement for educator judgement, professional decision making, or critical reflection
- to store, upload, or share confidential child, family, or staff information
- to make decisions regarding children's wellbeing, behaviour, inclusion, or safety

The service will ensure **no** Personally Identifiable Information (PII) about individuals (children, families, staff, and school) is entered into AI tools.

All AI-generated content must be reviewed, edited, and approved by a responsible person prior to use to ensure accuracy, appropriateness, and alignment with:

- the service philosophy
- the National Quality Framework
- Child Safe Standards
- Privacy and confidentiality obligations
- The service's policies and procedures

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

Authorisation and Expectation

Photographs and videos may be taken to:

- document learning
- support programming and reflection
- communicate with families
- celebrate children's experiences

Parent/Guardian Consent and Authorisation

The service will:

- obtain written authorisation before photographing or filming children
- respect family decisions regarding consent
- ensure children are appropriately clothed and represented respectfully
- always consider children's dignity and privacy

Children who do not have photography permission will not be included in photographs or videos.

Written consent will be obtained during enrolment for:

- photographs and videos taken by educators
- use of images within the educational program
- use on secure communication platforms or apps

Families may withdraw consent at any time in writing.
The service will ensure educators are aware of any restrictions relating to photography or media use.

If the service is to create any promotional or marketing materials with or without external providers, and researchers, written consent must be obtained explicitly and separate to the written consent that is obtained for educational and internal service purposes.

Family Photography Expectations

Families may photograph or record their own child at service events where permitted.
Families must not:

- photograph or record other children without permission
- share images containing other children or educators online without consent
- post content that may compromise the privacy or safety of others

The service may place restrictions on photography or recording during events where required to protect children's privacy and safety.

Social Media and Online Platforms

Service has a social media account to communicate and share information with our Service families.
The service will:

- Obtain authorisation from a child's parents before posting any photos of their child online.
- Obtain families' consent to what information will be posted online, and how it will be shared.
- Ensure personal information about families and children is not posted online, including information that could identify them for example, home address.
- Set high privacy or security settings on the account and consider whether to restrict access for example, through the establishment of a group account where families are invited to join.
- Regularly change passwords to the account.
- Activate password protected screen savers on all computers at the service and ensure all social media users at the service always log off before leaving.

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

- Administer the social media page to maintain strict control of the information that is added.
- Regularly scan online content related to the service.
- Ensure images are respectful and appropriate
- Ensure content protects children's privacy and dignity
- Ensure posts align with the service's values and professional standards

Educators must not:

- post confidential or identifying information
- discuss children, families or colleagues online
- share service information without approval

Authorisation for Personal Devices

The approved provider must keep a written record of any authorisation granted for personal devices, including those granted retrospectively where advance authorisation is not practicable. The written record must contain the following information (*National Regulations* reg 179A and Minister's Order 2026):

- The name and address of our service
- The full name, role at the service, address and date of birth of the person to whom the authorisation is given
- The name of the approved provider
- The name of the person making the written record
- A description of the personal device
- The reason for which the authorisation is given under the Law
- The period for which the authorisation is given

If the authorisation remains in effect for 3 months, the approved provider must review the authorisation to check authorisation is still needed. If there is no longer a valid reason, the approved provider must revoke the authorisation in writing within 48 hours

Records of authorisations and revocations must be kept in a safe and secure place at our premises for a minimum of three years from the date on which the record was made (*National Law* s 175J(3-4)). *See appendix for authorisation template.*

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

Storage and Security of Images and Digital Content

All digital content and data are stored securely, and we take appropriate measures to prevent unauthorised access, loss, or misuse, including, for example:

- Password protection
- Limiting access to authorised staff
- Regular backups
- Storing service-supplied devices in locked cabinets or secure areas when not in use, and ensuring that personal devices are not left unattended in accessible areas
- Installing and regularly updating firewall and antivirus software on all service-supplied devices to protect against malware and cyber threats
- Regularly monitoring access logs and conducting audits to detect and address any unauthorised access or suspicious activity
- Educating staff on data security best practices, including identifying phishing attempts and other cybersecurity threats
- Encrypting devices where possible

All service-supplied devices are securely stored and accessed only by authorised staff

Staff must not install unauthorised software or applications on service-supplied devices

Any breaches of digital security protocols or data must be reported immediately to the nominated supervisor and approved provider

The approved provider and nominated supervisor must take every reasonable precaution (*National Law* ss 175D, 175H, Ministers Order 2026) to ensure that:

- The relevant persons named in this policy only use service-supplied devices – not personal devices - to capture, store or transmit images or videos of children in our care
- Service-supplied devices are only used in connection with providing education and care to children as part of our service
- Persons who are working directly with children as part of our service do not have a personal device in their possession or control (unless they are otherwise authorised for an approved reason under this policy)

The approved provider and nominated supervisor must ensure that there are processes and systems in place, and those processes and systems are followed to ensure that service-supplied devices are regularly reviewed to assess whether the devices are being used appropriately – that is, only for the purposes of, or in connection with, the provision of education and care to children, and in line with our policies and procedures

The approved provider is responsible for:

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

- Making sure that staff access to digital and hardcopy files is being monitored, and for preventing the unauthorised movement of files onto non-approved devices or platforms
- Making sure that any images, videos, and content shared online is limited to its intended purpose (e.g., educational, promotional), and that inappropriate or unauthorised sharing does not occur
- Having processes in place to monitor the use of service-supplied devices and authorised personal devices, including registers and logs
- Ensuring that device and technology usage is covered in our service's risk assessments, including for emergencies, and the potential for loss, misuse, or technical failures
- Implementing device controls such as limiting app installations and disabling certain functionalities to prevent misuse
- Fostering a culture of vigilance and accountability, and encouraging staff to report any inappropriate device usage

The nominated supervisor is responsible for overseeing the day-to-day use of devices, digital technology and online environments, monitoring staff compliance, and ensuring that data and devices are securely managed and stored, and that we have appropriate and up-to-date authorisations

Breaches of the Policy

Any breach of this policy will be taken seriously.
Breaches may result in:

- counselling or additional training
- restriction of device access
- performance management
- disciplinary action
- termination of employment or engagement
- notification to relevant authorities where required

Illegal activity will be reported to the appropriate authorities.

Sources

- Education and Care Services National Law and Regulations
- National Quality Standard
- My Time, Our Place Framework
- Australian Privacy Principles
- Australian eSafety Commissioner guidance
- Child Safe Standards

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au

- Australian Physical Activity and Sedentary Behaviour Guidelines
- National Model Code for Early Childhood Education and Care
- Australian Framework for Generative Artificial Intelligence in Schools

Review & Approval

This policy will be reviewed annually, when regulations change, or after any incident that highlights a need for policy revision.

Approved	Next Review	Approved By
14/05/2026	14/05/2027	Splash Management

ABN:59 616 474 393
Ashbury Public School 34-76 Trevenar Street Ashbury NSW 2193
Tel: 02 9797-8854 Email: care@splashcentre.org.au