

POLICY AND PROCEDURE



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Document Name: Smart Devices and use of iPad

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Approved By: Director

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SMART WATCHES AND OTHER INTERNET ENABLED DEVICES

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to ensuring the safety of children in care. This procedure is to ensure that all children and parents are communicating through the appropriate channels in a safe and secure manner.

Catholic Early Learning and Care acknowledges the increased use and ownership of electronic devices within the community and by children. Electronic devices include items such as mobile and smart phones, computers, digital cameras, smart watches, USB sticks and portable hard drives, iPod and iPads/tablets but not limited to these.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. PROCEDURE

SUMMARY OF ALLOWABLE DEVICE USAGE

General Before and After School Care and Vacation Care sessions	Supervised Homework (if provided at a service)	Programmed ICT Days during Vacation Care
No internet access on any device No use of mobile phones No use of smart watch phones	Only on a school-provided device, connected to the school network	Only under supervision and in flight mode

Catholic Early Learning and Care recognises that there are instances where possession of a mobile phone or smart device such as a smart phone, smart watch or smart iPad/tablet by children at a service, in particular, OSHC can be of benefit to children and their parents. However, their use can lead to problems such as:

- Security/ theft
- Harassment
- Distraction in activities/experiences
- Social division
- Access to inappropriate materials online

At designated times when children are allowed to use their devices during the Vacation Care program, they will be supervised at all times and expectations will be made clear.

CELC has adopted the following process in relation to **Smart watches for children attending CELC services.**

1. Smart watches are to be turned to SLEEP mode; 'classroom' mode is extended to include the hours while at the service if possible. Should children be found using their smart watch for purposes other than the time, the watch will be confiscated (kept securely in the Centre office in a labelled envelope) until the child is collected by a parent,.
2. Children are not permitted to access the internet/social media from their smart devices at any time whilst at the service.
3. Should parents need to contact their child while in care, they are required to contact the service phone. Initially they will speak with a CELC team member who will either relay a message to the child or put the child on to speak with the parent.
4. CELC accepts no responsibility for replacing lost, stolen or damaged devices at a CELC service, or whilst a child is travelling to and from the service or while on excursion.
5. All CELC educators have the right to ask a child who is on their smart device to end their conversation/cease use and to confiscate the device.
6. The confiscated device will be given to the Nominated Supervisor or Responsible Person in charge and kept securely in the office in a labelled envelope until the child is collected by a parent,.

CELC has adopted the following process in relation to **smart devices including but not limited to Mobile phones, iPads, Nintendos, tablets.**

1. Smart devices such as mobile phones and tablets/iPad are only to be used on programmed Information and Communication Technology Days (ICT) during Vacation Care.
2. If a service offer supervision of homework, it must be completed only on a school-provided device which accesses the school network.
3. Children have two options for storage of smart devices, which may also be service dependent:
 - a) Keep the device in their school bag zipped up or
 - b) Give the device to the Nominated Supervisor to keep in the office/designated area until they are collected by a parent.
4. Children are not permitted to access the internet/social media from their smart devices at any time whilst at the service.
5. All devices must be turned to 'Flight mode' at all times. If a child is found to not have done this, their device will be confiscated and stored securely in the Centre office until the parent arrives and consequences are discussed. CELC educators will monitor this may ask to see what the children are doing on their device at any point in time.
6. The camera, video and audio recording capabilities of a smart device are must not be used at the service. Children must not record, take pictures or videos while at OSHC.
7. CELC accepts no responsibility for replacing lost, stolen, or damaged devices at a CELC service, or whilst a child is travelling to and from the service.
8. There is to be no sharing of devices. If a child is found to be sharing their device, it will be confiscated.
9. All CELC Educators have the right to ask a child what they are doing on their smart device and to require a child to cease use and to confiscate the device if any of the above terms are not adhered to
10. The confiscated device will be given to the Nominated Supervisor or Responsible Person in charge and kept securely in the Centre office until the child is collected by a parent.
11. Consequences will be discussed with parent and child, such as not allowing use again for the remainder of Vacation care.

4. BREACHES OF THIS POLICY

It is expected parents support the service by working in partnership with CELC to ensure this policy is adhered to. Parents are reminded that the first point of contact with their child is via the service phone. Parents need to be aware and supportive of the fact that children would not be expected to receive and/or make calls or text messages while at a CELC service.

Any child found acting in breach of these guidelines can expect that a CELC team member will confiscate the device, turn it off and take it to the Nominated Supervisor or Responsible Person in charge where it will be kept securely in the office until the child is collected. Consequences will be discussed with the parent and child for each individual case and are at the discretion of the Nominated Supervisor or Responsible Person. For serious or persistent cases of misuse, parents will be required to contact the service and make a time with the Nominated Supervisor to discuss the ongoing misuse of the device and the possibility of a ban for a certain period at OSHC.

The Nominated Supervisor, together with CELC Management and the Director will determine any sanctions that will apply for more serious breaches of the guidelines.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. SEE ALSO

- Child Protection Policy
- Family and Community Feedback and Grievance Policy
- Risk Management Policy
- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- The National Quality Standard for Education and Care Services 2018
- Child Protection Act 1999
- Risk Management Code of Practice 2000

7. PPROVAL



Alison Forster
Director
Catholic Early Learning and Care

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