



# Wesley Out of School Hours Care Policy

## Media and Technology

### 1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will encourage children to engage with media and technology for fun and to enhance learning to assist in the development of social, physical, emotional, cognitive, language and creative potential of each child.

### 2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the Regulations and Standards listed below.

#### National Quality Standard

QA1	1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
QA4	4.2.2	Professional standards guide practice, interactions and relationships

#### National Regulations (r)

r73	Educational program
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#### My Time, Our Place

LO5	Children are effective communicators
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### 3. Policy statement

The following points outline Wesley OOSH guidelines with regards to media and technology.

#### Computer and Related Technology Usage

- Computers at the service may only be used for work relevant to the operations and activities of the service. Examples of these activities include administration, research, programming and professional development.
- Educators will encourage children to use information technology to express ideas, access images, information and explore diverse perspectives. Technologies will be integrated into children's play and leisure activities.
- Music, videos etc may be streamed from the computer as part of the children's engagement with information technology or professional development undertaken by educators. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube.
- Our service will discuss the protocols we have in place for accessing the computer and other technologies with children and parents. We will install software that blocks inappropriate websites and ensure children are supervised when accessing the internet and other technologies.



- If an educator has brought in their own laptop to complete work, educators will follow the premise that what they are doing whilst on their laptop is relevant to their job roles at the service.
- All educators are to leave their personal mobile phones and/or devices locked away in the staff lockers whilst on shift, this is to ensure that educators give their full attention to the supervision of children being cared for. Personal mobile phones and/or devices can be accessed during breaks and before and after the completion of a shift.
- For all children who have a mobile phone and/or tablet, these are to remain in the child's school bag unless it is being used as part of the educational program or for study purposes i.e. completing homework.
- For children who wear a smartwatch, educators are to monitor children for appropriate usage. A child may be asked to stop using the device if the usage is found to be inappropriate or for excessive usage.
- Any educators found to be using any device inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct.
- This policy is also inclusive of state and federal laws regarding computer usage. Should educators or other relevant individuals use the service's computers in a way that breaks a law, the service will take the appropriate required action (e.g. reporting to the police). Furthermore, the educator or individual will face an enquiry held by management and other relevant parties to assess whether this conduct will affect their role within the service's operations.

### **Television and DVD Player Usage**

A TV will be an additional tool to enhance curriculum activities, not a substitution.

Guidelines for use would be:

- To assist in expanding children's development and learning.
- Be suitable to the needs and development levels of each child watching.
- Chosen programs should hold the interests of the children
- Can be used when inclement weather keeps children indoors

Programs must be carefully selected with suitable content. Programs depicting violence e.g. graphic news reports should not be shown. Children are to view **'G' rated** or **'PG'** videos only.

Educators will supervise the children to monitor and discuss any aspects of the video or television program they are viewing.

### **4. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care staff shall adhere to this policy.

### **5. Consultation & Approval**

This policy has been developed in consultation with the Program Manager, Wesley OOSH, Senior Coordinator, Wesley OOSH, Area Coordinator/s, Wesley OOSH, Centre Coordinator/s, Wesley OOSH & the Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.