

Early Years Services – QA2.18 Use of Electronic Devices and Media

TRIM Reference: D16/36657 Due for Review: 6 December 2025
Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment:

- To provide guidelines for educators to incorporate the use of electronic devices into the education and care program.
- To implementing responsible behaviour limit screen time when using electronic devices within the early Years Services, respecting the services, children and the privacy of families and staff.
- ~~To provide guidelines for educators to incorporate TV, video, film, games and electronic devices the use of electronic devices into the education and care program.~~
- To ensure that educators are aware of their responsibilities in regard to maintaining appropriate use of electronic devices ~~TV, video, film, games and electronic devices~~ within Early Years services.
- To ensure that educators have guidelines in appropriate use of mobile phones and other electronic devices.
- To ensure that children and families are informed of the expectations and guidelines on use of electronic devices.

Policy Principles

National Quality Standards 1.1.1, 1.1.3, 2.1.2, 6.1.2, 6.2.1
Education & Care Services National Regulations: 76, 81, 167
Child Safe Standards: 8

Scope

This policy applies to all Surf Coast Shire Council Early Years Services staff, students, volunteers, children and families accessing the Early Years service.

Policy

Digital technologies and computers 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 computer technologies, but are able to guide children's understanding of, and ability to use them. Electronic Devices and Media items will only be used as an extension to the daily program assisting in development of social, physical, emotional, cognitive, language and creative potential of each child. Quality TV programs can be helpful in the retelling of stories about our culture and help to celebrate diversity.

Surf Coast Shire Council is committed to ensure that Council maintains quality education and care programs that provides a safe environment when utilising electronic devices.

Adults within the kindergarten environment must not use any personal device to record or take photos of children. Staff may only use their personal device(s) during a rostered break, and only in an area that is not used for the education and care of children. Any adult that witnesses any incidence or suspicion of inappropriate behaviour or becomes aware of the transmission of any illegal material, must report it immediately

Educators will:

- Comply with current legislation and Service policies.
- Not use personal mobile devices to take photos or breach children and families' privacy.
- Not use personal phones while working with children during program hours unless there are exceptional circumstances or needing to access Duo Security app to log onto SCS network.
- Ensure any films and videos or any other digital programs being used as part of the educational program to be viewed prior to showing and in the educational program must be documented in the program planning.
- Will familiarise themselves with know which children are not to be filmed or photographed.
- Support children's natural curiosity for technology within the service
- Provide children with access to technology to help develop their computer literacy skills.
- Build on children's learning and inspire the ongoing and enthusiastic acquisition of knowledge through technology.
- Use technology to build on current projects and document children's learning.
- Limit the amount of time spent on screens for children
- Endeavour to limit experiences involving screen use to those which have an educational component – including movement.
- Discuss with children the role of screen time in their lives and support them in making healthy choices about their use of screen time for both education and recreation.
- Encourage educators to model appropriate screen behaviours to the children.
- Encourage the promotion of productive sedentary experiences for rest and relaxation.
- Ensure that an appropriate balance between inactive and active time is maintained each day.
- Under no circumstances is to use a screen to be used as a reward or to manage challenging behaviours
- Employees / staff are Not allowed to share any digital images of children and families without parent permission.

Guidelines for use of electronic devices within our services:

- Programs must be carefully selected and be suitable to the needs and development levels of each child using various types of technology or media.
- Technology is used to assist in expanding the content of the daily program and current affairs.
- Electronic devices accessible to children throughout the program must have a password login system managed by educators.
- Programs are chosen that are engaging and age appropriate to children.
- The use of TV will be kept to a minimum.
- Programs depicting violence e.g. graphic news reports will not be shown
— all online devices have appropriate filtering and monitoring in place with safe settings activated
- Children are to view 'G' rated programs only as per the Office of Film and Literature Classification or equivalent body.
- TV programs or videos will only be shown that have positive messages about relationships, family, and life.
- All media will be previewed prior to using any
— Educators must preview the film, DVD, any streaming media such as music or videos prior to using it in the classroom.
— All programs to be viewed will be shared with families beforehand to ensure parents approve of the content.
- 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.
Any streaming platform accessed by a personal account cannot be used within the program
- All content will be socially and culturally considerate and appropriate.
- Timeframes for screen time will be kept to a minimum

- ~~— Timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines are:
 - ~~— Children younger than 2 years of age 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~~~~
- ~~— Children will be taught healthy concepts of digital use and citizenship as children are 'growing up digital'.~~
- ~~— Only quality developmentally appropriate interactive media will be used.~~
- Children are not to bring their own personal cameras, phones, or electronic devices to the service, unless permission has been provided. Children who have permission to bring these items are responsible for the safety of them at all times.
- ~~Educators must preview the film, DVD, any streaming media such as music or videos prior to using it in the classroom.~~
- ~~Educators will ensure all videos and films are suitable for the children's ages and that parent's permission has been given prior to viewing.~~
- ~~TV, film, video and games will only be viewed that have a G rating from the Office of Film and Literature Classification or equivalent body~~
- ~~Films and videos being used in the educational program must be documented in the program planning.~~
- ~~Thoughtful consideration must be given to the content and message of the program, video or film before it is incorporated into a program.~~
- ~~TV and videos will only be used as part of a balanced program of activities. They may be used to highlight a particular activity or interest in the program and documented accordingly.~~
- ~~Educators will familiarise themselves with children who are not to be filmed or photographed.~~
- ~~Children are not to bring their own personal cameras, phones, or electronic devices to the service, unless permission has been provided. Children who have permission to bring these items are responsible for the safety of them at all times.~~
- ~~Educators/staff are not permitted to use their personal phones or electronic devices for filming or photographing children within the program unless approved by Team Leader.~~
- ~~Staff are not to utilise personal phones during program hours unless there are exceptional circumstances.~~

Definitions

Electronic Device - Includes but not limited to iPod, iPad, computers, cameras, mp3 players, Gameboy, Wii, Xbox, PSP, mobile phones, video players and TV's.

References

Related Surf Coast Shire Council and Early Years Policies, Work Instructions and Forms
NIL

Other References

National Early Years Learning Framework
Victorian Early Years Learning and Development Framework
The Convention on the Rights of the Child
[Education and Care Services National Regulations](#)

[National Quality Standards](#)

[Australian Government Department of Health – Australia’s Physical and Sedentary Behaviour Guidelines](#)

[The Australian Council on Children and the Media for the Australian Research Alliance for Children and Youth](#)

[Office of Film and Literature](#)

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community 1 April 2016
2	Amended	Manager Aged and Family 21 February 2017
3	Amended	Manager community Strengthening 2 November 2018
4	Amended	Manager community Strengthening 1 April 2020
5	Amended	Manager community Strengthening 16 August 2021
6	Amended	Manager community Strengthening 1 February 2023
7	Amended	Manager community Strengthening 6 June 2024