

BERMAGUI PRESCHOOL



1.12 Safe and Responsible Use of Digital Devices and Technologies

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: July 2026

Review Date: July 2029

Introduction

Bermagui Preschool recognises the importance of maintaining a child safe environment through the responsible use of devices, digital technologies and online environments.

This policy outlines how digital devices may be used within Bermagui Preschool to support children's learning, ensure safety, and maintain a healthy, developmentally appropriate environment.

The service strictly regulates the use of personal and service-issued electronic devices in accordance with:

- The **National Model Code for the Use of Personal Mobile Devices in ECEC Services (2025)**
- The **Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025 (NSW)**
- The **Education and Care Services National Law and Regulations**
- The **National Quality Standard (NQS)**

Bermagui preschool devices include but are not limited to: mobile phones, tablets, computers, USB drives, hard drives, memory cards, cameras, smart watches, smart cameras.

This policy acknowledges that technology is increasingly affecting how students learn and communicate from an early age. Device use to enhance learning will be permitted for the specific purpose of offering age-appropriate development. Digital technology will be recognised by Bermagui Preschool as a tool that is valuable when used intentionally with children to extend and support active, hands-on, creative, and authentic engagement with those around them and with their world. However, inappropriate use of digital devices may expose children to privacy breaches, cyber safety risks, digital exploitation, reduced learning opportunities and potential harm.

Aim

Bermagui Preschool aims to ensure that the preschool, children, staff and families use devices in an educational and safe way. Passive use of devices will not be permitted. It is agreed that at Bermagui Preschool will not replace activities such as creative play, outdoor experiences and face to face social interactions with peers and adults, with digital activities.

The purpose of this policy is designed to support the safety of children in ECEC and mitigate the risk of harm to children by:

- reducing the risks of inadequate supervision of children due to personal device use by staff and educators
- making it more difficult for anyone in an ECEC service to use their personal devices to generate inappropriate content relating to children
- reducing the potential risk that images or videos of children (including inappropriate content) could be shared, intentionally or by accident
- giving approved providers greater oversight of what content is created in their services, as well as how it is stored or deleted.

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Persons
- Educators and staff
- Students and volunteers
- Contractors and visitors

Strategies

All staff have read and signed Bermagui Preschool's Safe and Responsible Use of Service Technology Statement.

Service-authorised devices are a device that has been supplied by the approved provider. These devices are only to be used by authorised staff that have read, agree to and signed Bermagui Preschools Use of Devices Agreement form. The device is only used for the purpose of.

- filming, recording, taking or otherwise capturing an image of a child being educated and cared for by the service
- educational documentation
- To create opportunities for children to use different modes of communication such as video, audio, images and text
- internal displays
- operational purposes
- communication with families.
- As a tool for communicating and connecting with students, educators, community groups and organisations off site.

To maintain device security and maintenance Bermagui preschool will ensure:

- All use by staff and children will be undertaken with online and cyber safety being paramount and with an emphasis on social responsibility.
- Preschool-owned devices are password-protected and stored securely.
- Devices are regularly updated, maintained, and checked for safety.
- Any loss, damage, or security concerns will be reported to the Nominated supervisor immediately.
- Agree that a gaming device is not permitted to be brought to preschool
- Staff will be certain not to disclose their own and other people's personal information or publish images of others without permission. Recognise that a person may be readily identifiable even when not named.

Bermagui preschool will obtain written consent from families before capturing or using images of children. Consent is also given prior to sharing images of children within the media. All digital files are stored securely and accessed only by authorised staff.

A record of The Service supplied device is kept including the date of supply, the type of device (make and model) and serial number. These records will be kept in a safe and secure place at the service for at least 3 years.

The search, access or distribution of offensive/pornographic material, threatening, abusive, damaging or bullying behaviour is prohibited. Any inappropriate material or behaviour is to be reported immediately to the Nominated Supervisor/responsible person.

Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras and smart watches, smart glasses) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) will not be in the possession of any person while providing education and care and working directly with children. Personal devices will be stored in designated staff areas away from children.

Any exceptions to this should be for limited, essential purposes that are authorised in writing (or through other means if written authorisation is not reasonably practicable) by the approved provider of the service, and where that access does not impede the active supervision of children.

Visitors and Contractors

- Must comply with this policy.
- Are required to store personal devices securely while on the premises.

Parents and families

Parents and families are not to take photos or videos of any child while on preschool premises. All devices need to either switched off or stored away while on the preschool premises. Drop off and pick up time should be uninterrupted with focus on settling their child into the preschool program or to have discussions with educators and teachers about their child's day.

Harassment, bullying and discrimination

Abusive, harassing, threatening or defaming postings which are in breach of any of the preschool's policies may result in disciplinary action being taken, even if such comments are made using private social media networks outside of working hours. All staff and others connected with the preschool are expected to treat each other with respect and dignity and ensure their behaviour both online and while at the preschool does not constitute unlawful discrimination, bullying or harassment in any form.

Children's Use of Digital Technologies

The core aim is to ensure safe, developmentally appropriate, and intentional use of digital technologies with the children and to introduce and develop computer skills. Educators and teachers will only use technology when it is meaningfully, enhances learning and not as entertainment.

This may include digital storytelling, simple educational research, music and movement and language tools. This will also provide awareness and access to children for information within the broader community.

Strategies in place to support the safe use of computers and technology are:

- Children will be instructed in the technique, safety etc before using the computer
- Children will be supervised at all times
- Children will take turns to use the computer, one at a time
- Use of web sites will be screened for appropriateness

Identifying inappropriate use:

- All staff are aware that a breach of this contract will be addressed in line with the preschool's Code of Conduct and disciplinary procedures.
- Serious breaches involving privacy, safety, or inappropriate content may result in further action, including reporting to regulatory authorities.
- Where necessary, disciplinary action will be determined by the Approved Provider according to circumstances of the case. Counselling, mediation, retraining and the issue of written warnings may be considered by the approved provider as possible remedies. In severe circumstances, failure to act in accordance to this policy could result in termination of employment.

Resources and References

- The National Model Code for the Use of Personal Mobile Devices in ECEC Services (2025)
- The Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025 (NSW)
- The Education and Care Services National Law and Regulations
- The National Quality Standard (NQS)
- ACECQA

Relevant Documentation

1.08 Publicity and Media
 1.11 Photography, Social Media and Online Safety
 2.02 Staff Employment
 2.06 Confidentiality
 2.10 Code of Conduct
 3.01 Enrolment and Orientation
 4.18 Child protection
 7.20 Use of Devices Agreement Form

Version History

V1.0 – First Published: Pre-2026

V2.0 – Reviewed: 12/03/2026

Updated to:

- Reflect changes to Model Codes and Orders introduced in 2025
- Strengthen controls around staff device use and monitoring
- Clarify restrictions on recording, storage, and communication functions
- Improve alignment with child safety and privacy requirements

V2.1 – Reviewed: 07/07/2026

- Policy updated to include reference to the Safe and Responsible Use of Service Technology Statement