

# Early Years Services – QA2.18 Use of Electronic Devices

TRIM Reference: D16/36657 Due for Review: 1 February 2023  
Responsible Officer: Coordinator Early Years

## Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment:

- To provide guidelines for educators to incorporate TV, video, film, games and electronic devices into the education and care program.
- To ensure that educators are aware of their responsibilities in regards to maintaining appropriate use of 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

All Surf Coast Shire Council Early Years Services staff, Family Day Care (FDC) educators and children and families accessing the services.

## Scope

This policy applies to Evidence of link to National Quality Standards:  
Evidence of link to Education & Care Services National Regulations:  
Victorian Children's Services Regulations 2020.

## Policy

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.

- 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.
- Educators will preview the film, DVD, music or video where possible.
- A film cannot be used in the program unless all families participating in the program agree to their child watching the film.
- Films and videos can be used as part of the program of activities. 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.
- 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.
- Parents/guardians will sign an excursion consent form if children are to be taken on an excursion to see a film at the cinema. The title of the film will be included on the

form or program guide.

- 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.

Family Day care contractors are required to have a phone available at all times to meet regulations.

### Definitions

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

### Related Procedure

Nil.

### References

Related Surf Coast Shire Council and Early Years Services Policies, Work Instructions and Forms  
Not applicable

### Other References

National Early Years Learning Framework  
Victorian Early Years Learning and Development Framework  
The Convention on the Rights of the Child

### 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