

SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS POLICY

REED is committed to fostering a culture that creates and maintains a safe online environment with support and collaboration from staff, families and community. Digital technologies have become an integral part of many children's daily lives. For this reason, it is important that our educators can confidently use digital technologies and guide children safe use of a range of digital technology.

PURPOSE

Children's safety and wellbeing is paramount, and REED has the responsibility to provide and maintain a safe and secure working and learning environment for staff, children, visitors and contractors, including online environments. We aim to create and maintain a digitally safe culture that works in conjunction with our philosophy and legislative requirements to ensure the safety of enrolled children, educators and families.

SCOPE

This policy applies to The Approved Provider, Nominated Supervisors, Educators, Staff, Volunteers, Visitors and Families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S. 162A	Child protection training	R 155	Interactions with children
S. 165	Offence to inadequately supervise children	R 156	Relationships in groups
S. 167	Offence relating to protection of children from harm and hazards	R 168	Education and care services must have policies and procedures
R 12	Meaning of serious incident	R 170	Policies and procedures to be followed
R 73	Educational Program	R 171	Policies and procedures to be kept available
R 76	Information about educational program to be given to parents	R 172	Notification of change to policies or procedures
R 84	Awareness of child protection law	R 175	Prescribed information to be notified to Regulatory Authority
R 115	Premises designed to facilitate supervision	R 176	Time to notify certain information to Regulatory Authority
R 122	Educators must be working directly with children to be included in ratios	R 181	Confidentiality of records kept by approved provider
R 123	Educator to child ratios – centre-based services	R 183	Storage of records and other documents
R 149	Volunteers and students	R 184	Storage of records after service approval transferred

THE APPROVED PROVIDER WILL ENSURE:

Compliance with the Education and Care Services National Law and National Regulations, making certain that all staff, educators, volunteers, and students are aware of current child protection laws and the National Principles for Child Safe Organisations. They will take reasonable steps to prevent harm to children, ensuring that service-issued devices are securely configured, monitored, and maintained to prevent unauthorised access. Additionally, written authorisation will be requested from families for the taking, use and storage of digital documentation, including images and videos of children.

NOMINATED SUPERVISOR WILL ENSURE:

The Nominated Supervisor will ensure all educators, staff, students, volunteers, and visitors understand and comply with the Safe Use of Digital Technologies and Online Environments Policy. Families will be informed about the policy and how to access it. Personal electronic devices are not to be used by anyone working directly with children; only service-issued devices may be used for capturing images or videos. The Nominated Supervisor will uphold the Privacy and Confidentiality Policy by ensuring digital data is securely stored and regularly archived. Annual risk assessments on digital technology use will be conducted and reviewed, with updates to policies as required. The Nominated Supervisor will facilitate collaboration with relevant professionals to support equitable access to digital technologies for all children and will consult external agencies if online safety concerns arise.

EDUCATORS AND OTHER STAFF WILL:

Adhere to the Safe Use of Digital Technologies and Online Environments Policy, demonstrating knowledge of child protection laws, the National Principles for Child Safe Organisations, and their duty of care. They will support a child-safe environment by following relevant policies, including mandatory reporting obligations, and participating in training. Educators will actively supervise children using digital technologies and ensure personal devices are not used to capture images, access social media, or compromise privacy. Passwords will be kept confidential, and systems will be securely logged out after use. Images of children will only be taken with permission, and their intended use clearly communicated. Educators will protect children's personal information, avoid using screen time as a reward or behavioural tool, and promote online safety through age-appropriate learning. They will also support children's participation in decisions affecting them and be aware of national screen time recommendations, sharing this guidance with families where appropriate.

FAMILIES WILL:

Adhere to the Safe Use of Digital Technologies and Online Environments Policy and associated procedures, ensuring that they do not use personal electronic devices to take photos, record audio, or capture video of children being educated and cared for at the Service. They will also be aware that other children may appear in the same photos, videos, or observations as their own children, and in such cases, families are prohibited from duplicating or uploading these materials to the internet or social networking sites, or sharing them with anyone other than immediate family members.

VISITORS AND THIRD-PARTY PROFESSIONALS WILL:

Adhere to the Safe Use of Digital Technologies and Online Environments Policy and associated procedures while at the Service. They will refrain from using personal electronic devices to take photos, record audio, or capture video of children being educated and cared for. Any concerns related to child safety, including inappropriate use of digital technology, must be reported to the approved provider or nominated supervisor.

BREACH OF POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment and may face disciplinary action. Visitors or third-party professionals who fail to comply to this policy may face termination of their engagement. Family members who do not comply with this policy may place their child's enrolment at risk and limit the family members access to the Service.

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
<p>Australian Children’s Education & Care Quality Authority. National Model for Early Childhood Education and Care.</p> <p>Australian Government Office of the eSafety commission</p> <p>eSafety Early Years Program for educators Family Tech Agreement. eSafety Early Years Online safety for under 5s</p> <p>Kiddle is a child-friendly search engine for children that filters information and websites with deceptive or explicit content: https://www.kiddle.co/</p> <p>Office of the Australian Information Commissioner (OAIC)</p>	<p>Photograph and Video Policy</p> <p>Child Safe Environment Policy</p> <p>Privacy and Confidentiality Policy</p> <p>Educational Program Policy</p> <p>Child Safeguarding Policy</p> <p>Personal Electronic Devices Policy</p>	<p>Personal Electronic Devices procedure</p>

SOURCE

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2023). [Embedding the National Child Safe Principles](#)

Australian Children’s Education & Care Quality Authority. (2024). [Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For The National Model Code](#).

Australian Children’s Education & Care Quality Authority. (2025). [NQF Online Safety Guide](#)

Australian Government eSafety Commission (2020) www.esafety.gov.au

Australian Government Department of Education.(2025). [Child Care Provider Handbook](#)

Australian Government. [eSafety Commissioner Early Years program for educators](#)

Australian Government, Office of the Australian Information Commissioner. (2019). Australian Privacy Principles: <https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/>

Australian Government Department of Health and Aged Care. (2021). [Australia’s Physical Activity and Sedentary Behaviour Guidelines](#)

Australian Human Rights Commission (2020). *Child Safe Organisations*. <https://childsafesafe.humanrights.gov.au/>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023). [Education and Care Services National Regulations](#). (Amended 2023).

Office of the Australian Information Commissioner (OAIC) *Privacy Act 1988*.

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
September 2025	<ul style="list-style-type: none"> NEW POLICY 	September 2027