Glen Iris Child Care and Kindergarten

GI-010 – Digital Technologies, Social Media and Online Safety Policy

Policy Number	GI - 010
Quality Area	QA2 – Children's Health and Safety • QA4 – Staffing Arrangements • QA6 – Collaborative Partnerships with Families and Communities • QA7 – Governance and Leadership
National Law	s.167 • s.168 • s.175
National Regulations	Regs. 155 • 156 • 157 • 168 • 181
Related NQS	QA2.2.1 • QA4.2.2 • QA6.1.2 • QA7.1.2 • QA7.1.3
EYLF V2.0	Principles – Partnerships • Equity, Inclusion and High Expectations • Collaborative Leadership and Teamwork • Practices – Responsiveness to Children, Learning Environments • Outcomes – 1, 2 & 5
Victorian Child Safe Standards:	Standards 2, 5, 8, 9 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris Child Care and Kindergarten**, we recognise that digital technologies are an important part of contemporary education, communication and service operations.

We are committed to ensuring digital technologies are used safely, respectfully and responsibly while protecting children's privacy, dignity and wellbeing. We acknowledge that online environments present both opportunities and risks and are committed to creating a culture where technology supports children's learning without compromising their safety.

We promote responsible use of digital technologies by educators, students, volunteers and families through clear expectations, professional practice and ongoing education.

Children's safety, privacy and best interests remain the primary consideration whenever digital technologies are used.

LEGISLATIVE INTENT

This policy supports Glen Iris Child Care and Kindergarten in meeting its obligations under the Education and Care Services National Law and Regulations by promoting the safe, ethical and responsible use of digital technologies while protecting children's privacy, wellbeing and online safety.

PURPOSE

This policy provides guidance for the safe and appropriate use of digital technologies, electronic communication, social media and online platforms used within Glen Iris Child Care and Kindergarten.

It supports educators, families and visitors to understand their responsibilities for maintaining children's privacy, confidentiality and safety in both physical and online environments.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Administration Team
- Students
- Volunteers
- Contractors
- Families
- Visitors

DEFINITIONS

Digital Technologies
Electronic devices, systems and online platforms used to support communication, administration, documentation and learning.

Social Media
Websites and applications that enable users to create, share or exchange information, images or videos.

Online Safety
Practices that protect children, families and educators from risks associated with digital environments.

Confidential Information
Personal or sensitive information that must be protected from unauthorised access, use or disclosure.

Electronic Communication
Communication through email, messaging applications or approved digital platforms used by the service.

WHY THIS POLICY MATTERS

Digital technologies play an important role in early childhood education and communication with families. When used appropriately, they enhance learning, strengthen partnerships and support efficient service operations.

Clear expectations for the use of digital technologies help protect children's privacy, reduce online risks and promote professional conduct by all members of the service community. Responsible digital practices strengthen trust, safeguard confidential information and contribute to a safe and respectful learning environment.

GUIDING PRINCIPLES

Kids on Gallaghers believes:

- Digital technologies should support children's learning, wellbeing and development.
- Children's privacy and confidentiality must always be protected.
- Online environments should promote child safety and minimise risk.
- Professional boundaries extend to all digital and online interactions.
- Families are informed about how digital technologies are used within the service.
- Responsible and ethical use of technology strengthens trust and partnerships.
- Continuous learning supports safe and effective digital practices.

OUR POLICY

Glen Iris Child Care and Kindergartenis committed to the safe, respectful and responsible use of digital technologies across all aspects of service operations.

Digital technologies, including computers, tablets, cameras, mobile devices and approved online platforms, will only be used in ways that support children's learning, protect privacy and maintain professional standards.

Children's images, personal information and confidential records will be collected, stored, accessed and shared only in accordance with enrolment authorisations, privacy legislation and service policies.

Educators, students, volunteers and visitors are expected to maintain professional boundaries when using digital technologies and social media, both during and outside of working hours where their conduct may impact the reputation, safety or operations of the service.

HOW WE PUT THIS POLICY INTO PRACTICE

Children's Learning

The service will:

- Use digital technologies to enhance learning experiences where appropriate.
- Balance screen use with active, play-based learning.
- Ensure technology is purposeful and developmentally appropriate.
- Support children to develop safe and responsible digital habits.

Privacy and Confidentiality

The service will:

- Protect children's personal information.
- Obtain written authorisation before using photographs or videos.
- Store digital records securely.
- Restrict access to authorised personnel only.

Photography and Video

The service will:

- Use photographs to document children's learning in accordance with family permissions.
- Ensure images maintain children's dignity and privacy.
- Never use personal devices to photograph children.
- Remove or archive images in accordance with record management requirements.

Social Media

The service will:

- Maintain professional standards across all social media platforms.
- Never share confidential information online.
- Ensure all service social media is managed by authorised personnel.
- Obtain appropriate permissions before publishing children's images.

Electronic Communication

The service will:

- Use approved communication platforms.
- Maintain respectful and professional communication.
- Protect confidential information.
- Follow service procedures for electronic record keeping.

Cyber Safety

The service will:

- Promote safe online practices.
- Protect devices using secure passwords and software updates.
- Report suspected cyber security incidents promptly.
- Review online safety practices regularly.

Professional Conduct

The service will:

- Maintain professional boundaries when communicating electronically.
- Follow the Code of Conduct at all times.
- Use service equipment responsibly.
- Participate in professional learning relating to digital safety.

ROLES & RESPONSIBILITIES

Approved Provider

Will:

- Ensure systems protect children's privacy and confidential information.
- Approve digital technology procedures.
- Provide appropriate technology and security measures.
- Review this policy regularly.

Nominated Supervisor

Will:

- Monitor appropriate use of digital technologies.
- Support compliance with this policy.
- Respond to breaches promptly.
- Ensure educators understand their responsibilities.

Educational Leader

Will:

- Support educators to use digital technologies intentionally.
- Promote developmentally appropriate practices.
- Encourage reflective use of technology.
- Monitor digital learning experiences.

Educators

Will:

- Use digital technologies professionally and responsibly.
- Protect children's privacy.
- Follow authorisations for photographs and media.
- Maintain professional boundaries online.
- Report inappropriate digital behaviour or security concerns.

Students, Volunteers and Contractors

Will:

- Follow this policy and the service's Code of Conduct.
- Protect confidential information.
- Only use approved technology under supervision.
- Maintain professional behaviour online and within the service.

Families
Will:

- Respect the privacy of all children and families.
- Follow service expectations regarding photography and social media.
- Use electronic communication respectfully.
- Inform the service of any changes to media permissions.

GLEN IRIS IN PRACTICE

At Glen Iris Child Care and Kindergarten, digital technologies are used to strengthen communication, support children's learning and maintain accurate records while protecting children's privacy and wellbeing. Approved platforms are used to communicate with families, document children's learning and securely manage service information. Educators understand their responsibilities when using digital technologies and model safe, respectful and professional online behaviour at all times.

CHILDREN'S VOICE IN ACTION

At Glen Iris Child Care and Kindergarten, children are supported to use digital technologies in developmentally appropriate ways that encourage creativity, inquiry and learning. Educators engage children in conversations about safe technology use, privacy and respectful interactions while ensuring technology complements, rather than replaces, hands-on play and relationships. Children's interests and ideas help inform how digital resources are incorporated into the educational program.

EXCEEDING PRACTICE

Glen Iris Child Care and Kindergarten exceeds the National Quality Standard by embedding safe and ethical digital practices into everyday operations. Leadership regularly reviews digital systems, educator practices and online safety procedures to ensure they reflect current legislation, emerging technologies and best practice. Professional learning, family education and ongoing reflection support a culture where digital technologies enhance learning while safeguarding children's rights, privacy and wellbeing.

CONTINUOUS IMPROVEMENT

This policy is reviewed through:

- legislative updates
- educator feedback
- family feedback
- cyber safety and security reviews
- Quality Improvement Plan goals
- Assessment and Rating reflections
- ongoing professional learning
- Annual review of digital platforms and technologies

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- Section 167 – Protection from harm and hazards.
- Section 168 – Education and Care Services must have policies and procedures.
- Section 175 – Offence relating to confidentiality of records and information.

Education and Care Services National Regulations 2011

- **Regulation 155** – Interactions with children.
- **Regulation 156** – Relationships in groups.
- **Regulation 157** – Access for parents.
- **Regulation 168** – Education and care service policies and procedures.
- **Regulation 181** – Confidentiality of records kept by approved provider.

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.2 – Safety.
- Element 2.2.1 – Supervision.

Quality Area 4 – Staffing Arrangements

- Standard 4.2 – Professionalism.

Quality Area 6 – Collaborative Partnerships with Families and Communities

- Standard 6.1 – Supportive relationships with families.

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance.
- Standard 7.1.3 – Roles and responsibilities.

Early Years Learning Framework (EYLF) V2.0

- **Principle**: Partnerships.
- **Principle:** Equity, Inclusion and High Expectations.
- **Principle:** Collaborative Leadership and Teamwork.
- **Practice**: Responsiveness to Children.

Practice: Learning Environments.

- **Outcome 1** – Children have a strong sense of identity.
- **Outcome 2** – Children are connected with and contribute to their world.
- **Outcome 5** – Children are effective communicators.

Victorian Child Safe Standards

This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs respected in policy and practice.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
- **Standard 9** – Physical and online environments promote safety and wellbeing while minimising opportunities for harm.

- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

- Privacy and Confidentiality Policy
- Child Safe Environment Policy
- Victorian Child Safe Standards Policy
- Code of Conduct Policy
- Recruitment, Selection and Induction Policy
- Interactions with Children Policy
- Complaints and Feedback Policy
- Educational Program and Practice Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Media Consent and Authorisation Forms
- Enrolment Records
- Digital Device Procedures
- Social Media Guidelines
- Code of Conduct
- Staff Induction Checklist
- Cyber Security Procedures
- Professional Learning Records

EVIDENCE OF PRACTICE

The service demonstrates this policy through:

- Signed media authorisation records.
- Secure electronic child records.
- Staff induction and training records.
- Digital technology risk assessments.
- Professional learning documentation.
- Service social media management records.
- Internal policy reviews.
- Quality Improvement Plan reflections.
- Leadership meeting minutes.
- Family communication records.

REFLECTION & CONTINUOUS IMPROVEMENT

- How do we ensure children's privacy is protected when using digital technologies?
- Are digital technologies being used intentionally to support children's learning and development?
- How do we maintain professional boundaries when communicating electronically?
- How do we evaluate emerging online risks and adapt our practices?
- What feedback have children, families and educators provided about our use of digital technologies?
- What improvements can further strengthen online safety and responsible digital practice?

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	10 July 2026	Centre Director	New policy developed using the Glen Iris Child care Governance Manual template. Aligned with the Education and Care Services National Law, National Regulations, National Quality Standard, EYLF V2.0, Victorian Child Safe Standards and Glen Iris Child Care and Kindergarten practices.