



## Wandana Preschool – Year 6

# Safe use of digital technologies and online environments procedure

## Purpose

This procedure details how we meet our commitment to child safe practices for digital technologies and online environments.

## Background

This procedure addresses the requirements in regulation 168 which require an education and care service to have policies and procedures for the safe use of digital technologies and online environments, including the use of mobile devices.

Children and young people have a right to safety and protection at all times, including when being photographed or filmed and when accessing digital devices and technologies at Wandana P-6 School.

This procedure is part of the department’s obligations and commitment to safeguard and promote the wellbeing of children and builds on the responsibilities and obligations of individuals and early childhood education and care (ECEC) services and programs outlined in the [Safeguarding Children and Young People Policy](#)

A copy of this procedure will be maintained in digital format within the policy folder on TEAMS, our school website and in a site-specific policy folder located at the preschool.

## Legislative requirement

In relation to the safe use of digital technologies and online environments, the National Regulations requires services to have policies and procedures for the safe use of digital technologies and online environments (regulation 168). This procedure outlines how Wandana P-6 School will implement the [Safe use of digital technologies and online environments policy](#).



## Procedures

### Electronic devices

#### Personal electronic devices that can take images of children

Employees and volunteers (including work experience students and pre-service teachers) working with and/or providing a service to children at this site are not permitted to have a personal electronic device in their possession that can take images when:

- they are working directly with children
- they are in a space or spaces that are primarily used for children’s programs

whilst children are attending the site.

This extends to all staff in the school in spaces where preschool and school aged children are present, irrespective of whether they are working directly with children.

Personal electronic devices will be stored:

- Pre-school staff and volunteers: in the server room in a locker or lockable filing cabinet.
- Primary staff/ACEO: in the classroom lockable draw/cupboard.
- SSOs: in locker (provided)
- Administration staff: in lockable draw near their desk

Staff and volunteers can use their personal electronic device when on their authorised allocated break in a space not used for children’s programs or services which includes:

- the staff room
- leadership offices
- Offices in the Resource Centre
- Primary site classrooms may be used at recess and lunch **for personal device use by staff only in the absence of students.**



Smart watches or any other device that does not have the capability to take images or videos can be worn at the site. All staff and volunteers will be required to sign a *Smart Watch and Digital Technologies Declaration Form*, providing details of the brand and model of their smart watch or device and signing a disclaimer confirming that the device does not have the functionality to take images or videos. A visual check of registered devices will be conducted by the nominated supervisor or delegate, and all staff and volunteers will be reminded to update the details of their devices at the start of each term or as necessary.

### Exemption request – on site possession of a personal electronic device

There are limited exceptional circumstances where an employee or volunteer may seek approval in writing from the site leader to be in possession of a personal electronic device which can take images or video including health needs, disability or urgent pressing necessity.

Where a staff member or a volunteer believes their circumstances constitute exceptional circumstances, they can complete the ***Exemption request – on site possession of a personal electronic device application form*** for consideration by the site leader. If approval is granted it will be for the stated essential purpose only and the personal electronic device must not be used for other purposes.

Exceptional circumstances applications will be considered on a case by case basis and the criteria for any approval will be consistent with the [Safe use of digital technologies and online environments policy](#) and the [National Model Code and Guidelines](#).

### Use of personal devices during excursions

Emergency communication during excursions can be considered as an essential purpose for which an exemption to have a personal device can be authorised, if access does not impede the active supervision of children.

Educators must store any authorised personal devices in a secure location such as their backpack and only access them for the purpose they are authorised, in an emergency. Educators are unable to take images or videos on personal devices in any circumstances.

Please note that routine communication during bush or beach programs and regular outings, are not an essential purpose for which site leaders can authorise the possession and use of personal devices. The site leader must ensure that there are sufficient service-issued devices available when programs are delivered outside service premises.



## Emergency circumstances

In emergency circumstances such as a child is lost or missing or the site is in lockdown the site leader may give one off approval for educators to use their personal electronic devices. All approvals will be recorded on the *Emergency circumstances – register of approvals* after the event.

## How can staff / volunteers be contacted by family or outside services?

Where staff or volunteers provide emergency contact details for their spouse, elderly parents, dependents, children, child’s school or child care facility, staff and volunteers are encouraged to share the sites landline number 8261 1699.

## Service issued devices

At Wandana Preschool - 6 only site issued devices are to be used to take and access images and videos of children. All educators who need digital devices in the course of their work will be provided access to a shared device or a site issued device at the discretion of the site leader. To utilise a shared Windows device, staff members must log in using their EdPass user account or local domain account. For shared iPads, staff members must sign in and out of the necessary applications as needed.

All staff must read and understand the Department for Education’s [ICT cyber security standard](#) and sign the [ICT Acceptable Use Agreement](#) declaration and complete [PLINK Cyber Security Training Course](#) before using site issued devices.

The site leader will maintain a record of all site issued or borrowed devices.

## Parents/caregivers

Parents/caregivers and adults visiting children will be discouraged from using their personal electronic devices when in attendance at the site.



## Images and videos of children

### Consent from parents/caregivers to take, use and store images and videos of children

We will obtain parental consent before taking, using, distributing or storing images and videos of their children.

At the time of enrolment parents will be asked to complete the [consent to publish media and creative work of children, students and the community](#). The consent forms will be stored in hard copy format with the child's enrolment record in accordance with the departments [Information and records management requirements](#).

If parent permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

### Taking Images and videos of children

We believe:

- electronic devices are a useful educational tool to document children's learning
- digital images and videos play an important role in engaging parents in their child's education and care experiences
- electronic devices support the professional development of our educators by supporting collaboration and critical reflection

Educators will:

- only take images or videos on site issued devices
- seek children's consent before taking images or videos
- ensure children's privacy, dignity and rights are respected
- where possible another educator or staff member will be present when images are taken.
- continue to critically reflect on our use of digital images to ensure that images or videos relate directly to children's learning, development and wellbeing.
- be intentional in our approaches to documentation of children's learning.
- ensure we prioritise active supervision, interactions and engagement with children in their learning.



- be mindful of children's body language, surroundings (e.g., ensure no other child's privacy is compromised in the image), and contexts to ensure sensitive content is avoided.

## Parents/caregivers and use of personal electronic devices

Parents/caregivers and adults visiting children will be discouraged from using their personal electronic devices when in attendance at the site (inclusive of playgroup and assemblies), noting they will not be prohibited from taking an image of their own child, but must not take images of other children, including where their child is part of a group.

This information will be communicated to parents in the parent information booklet which is also accessible on the Wandana Preschool to year 6 website, during enrolment, on Seesaw once families have connected and by staff referring to the mobile phone ban poster displayed on the information board.

Posters will be displayed with the prescribed information when entering the preschool indoor environment, at entry points around the site and in the children's learning area to alert parents and visitors of the ban on taking photos or videos of children.

Staff will communicate to parents the importance of child-safe environments and explain how the site is implementing the newly introduced regulations to enhance child safety.

If a parent takes images of children, other than their own, we will request that they stop taking images and delete any taken images. If the request is ignored, or the parent becomes offensive or abusive the site leader will lodge a critical incident report. If required we will contact [Conditions for Learning](#) directorate if urgent assistance is required.

## Visitors, Pre-service Teachers and Contractors

Before being granted access to the site visitors and contractors will be asked to agree, as a condition of entry, that they will not take images or videos of children by completing the visitor sign in register.

Visitors and contractors may, with the site leader's or delegates permission, take images for approved purposes, such as taking images of site infrastructure to obtain a quote.

Pre-service teachers, work experience students and volunteers must not take images and videos of children.



Where images are required as part of a practicum, additional consent will be obtained from the parent and approval sought from the site leader. Images will be taken on a site issued device by a staff member and the student provided a hard copy of the image.

## Inappropriate images and videos of children

Wandana Preschool- 6 will take active steps to ensure the safety, dignity and the rights of a child are respected when taking images or videos and not take any inappropriate images or videos of children. Refer to [Safe use of digital technologies and online environments policy](#) for more information.

Parents will be discouraged from sending inappropriate digital images of their child to the site, this includes photos depicting; sensitive medical conditions (eczema) or images showing injuries to private body parts or where genitalia are exposed, children who are not appropriately dressed or in a state of undress including in their underwear or swimwear, or children in private moments. This information will be communicated at time of enrolment via the parent handbook which is also accessible on the Wandana Preschool to year 6 website and in a letter accompanying their child's Seesaw sign-in code.

## Using images and videos of children

We use Seesaw, learning folders and newsletters to share videos or images with families in line with parental consent.

We use images to:

- create identity and belonging through photo displays of individuals and groups of children
- identifying children with additional support, health or medical requirements
- documenting and sharing children's learning
- information and supporting assessment and reporting
- communicating with families about their child's participation in the learning program

Staff will only distribute messages and content to parents using site issued devices and only to parents of children currently attending the site, who have given required consent.



## Storing images of children

In accordance with the [Safe use of digital technologies and online environments policy](#) we will only download, access, share or store images or videos using site issued devices on platforms supported and approved by the department, such as, Seesaw, Frog, Canva, cloud storage or the sites network in accordance with the [ICT cyber security standard](#).

We ensure that all department official records are regularly backed up on the school's admin network as well as on the Department's One Drive which are approved by the department for the storage of information. The Business Manager is responsible for performing daily backups of the school's administration server to ensure data integrity and security. This process involves changing backup tapes on a daily basis. In addition, a comprehensive full system backup is conducted every Thursday, utilising two tapes to ensure redundancy and reliability.

All records will be stored in accordance with the [Identifying, creating and managing official records](#) webpage and the [Information and records management for schools and preschools procedure](#).

Staff will not use personal storage and file transfer media such as SD cards, USB drives, hard drives or cloud storage to save or store images or have them in their possession while working directly with children.

For further guidance we can contact Matt Marotti IT Client Relations Consultant IPAU.

## Destruction of images

All digital records at our site, from creation to disposal, will be managed in accordance with the [School and preschool official records](#) webpage and the [Information and records management for schools and preschools procedure](#).

The site leader is responsible for ensuring that all records are archived or disposed of securely in accordance with the [Operational Records Disposal Schedule](#) at the end of each preschool or school year.

## Optical surveillance devices

There are no optical surveillance devices in use in this site. Parents and staff will be consulted before optical surveillance devices are installed at the site including on the intended purpose of the footage, the location of cameras and how the footage will be stored and accessed.



## Digital devices used by children

Our site believes the use of digital technology sits within a broader learning environment that is play based, where children’s learning is dynamic and holistic and where children are active participants in their learning.

Early Childhood Australia’s [statement on young children and digital technologies](#) guides our reflection on children’s use of digital technologies including considering how digital technologies enhances children’s:

- relationships with others
- health and wellbeing
- citizenship and online privacy
- learning through play and intentionality.

We also refer to [selecting and using resources for educational purposes guideline](#) for considerations about the appropriateness of children’s use of digital resources within the preschool and primary programs.

Educators will limit children’s screen time in line Australian Government [physical activity guidelines](#) by age which set out recommendations for the maximum amount of screen time for children.

### Physical Activity Guidelines

Age of children	Recommended screen time
birth to 24 months	No screen time
24 months to 5 years	Less than one hour a day
5 – 12 years	For entertainment no more than 2 hours a day.

When children are accessing digital technologies and online environments educators will ensure:

- digital devices are integrated as part of the learning program
- programs and software children can access and use are age appropriate
- they vet children’s use of social media platforms carefully to avoid inappropriate content



including YouTube

- all new apps and games are checked for age and developmentally appropriate content before they are used
- children only access digital technologies in shared spaces and are actively supervised at all times
- where possible they remain in line of sight of other staff members when working with children
- they model the safe use of digital technologies and online environments
- screen time is strictly limited
- they model appropriate use of the internet and software programs
- children are encouraged to use their protective behaviours strategies when feeling unsafe, for example tell a staff member or a trusted adults if they encounter anything that makes them feel uncomfortable, scared or upset

Educators will not:

- provide unrestricted and unsupervised access to the internet and digital devices
- upload personal child information or images to AI tools including EdChat and ChatGPT
- use digital devices as a strategy to manage children’s energy, engagement or behaviour
- use free apps that pose risks to pop up advertisement and inappropriate content
- place digital devices in areas where educators cannot monitor their use
- pose risks to children’s physical health and wellbeing through overuse, strain or eye glare

## Children bringing personal electronic devices from home

Due to safety and security risks parents are requested not to bring children’s digital devices from home including smart watches and air tags.

This information will be communicated to families at the time of enrolment through our parent handbook, which is also accessible on the Wandana Preschool to year 6 website. Reminders will be sent to all families on Seesaw as required.



The site leader may approve the use of children’s digital devices from home for educational or communication purposes such as an augmented communication device (AAC) for a child with additional needs or disability. Parents will be encouraged to discuss their child’s learning needs and any special considerations at the time of enrolment.

If approval is given for a child to have a digital device, approval will be recorded in the child’s enrolment record folder and on a log sheet in their individual health and needs folder and may be time limited. If approval is time limited a parent who is seeking an extension will be encouraged to make an appointment with the site leader to discuss their child’s learning needs.

The site leader will check with parents to ensure appropriate parental controls and restrictions are in place on any digital device bought from home to ensure children’s safety prior to it being brought to the site.

## Working with parents and the community

We believe that parents are children’s first and most important teachers. We will work in collaboration with parents to support and promote children’s safe use of digital technologies and online environments including:

- consulting with parents, staff, Aboriginal Elders and community knowledge holders about culturally appropriate and safe content
- working with parents to ensure appropriate parental controls and restrictions are in place to ensure online safety on any approved child devices brought from home
- encouraging parents to talk to their children about online risks in an age and developmentally appropriate way (see useful resources below)
- sharing information with parents about recommended screen time limits in accordance with the Australian Government [physical activity guidelines](#)
- promoting the availability of useful resources for parents about online safety through our newsletters, social media, website and parent handbook.



## Useful resources

[Online safety support](#) – Department for Education

[how to choose good online content](#) – eSafety Commissioner

[Media & technology for preschoolers](#) – Raising Children Network

## Induction of staff and volunteers

All staff and volunteers including work experience students will have current [Responding to Risks of Harm, Abuse and Neglect – Education and Care](#) (RRHAN-EC) training before commencing at the site to ensure they understand their role and responsibilities in safeguarding children.

As part of the site induction process all staff and volunteers including work experience students will have ready access to the Safe Use of digital technologies and online environments policy and this procedure, including staff and volunteers who don't usually work directly with preschool aged children in ECEC services or programs.

All staff, volunteers and work experience students, will be expected to read, understand and adhere to the Safe Use of digital technologies and online environments policy and this procedure, including staff and volunteers who don't usually work directly with preschool aged children in ECEC services or programs.

Staff and volunteers will be supported to access relevant training relating the safe use of digital technologies and online environments including access to relevant [Plink](#) online training.

## Online Safety

Our site will implement the [Responding to online safety incidents in South Australian schools guideline](#) in response to any incidents of inappropriate or risky online behaviour by children or adult behaviour targeted at children.

For online safety incidents that involve allegations of staff member misconduct our educators will be guided by the following documents:

[Protective practices for education and care staff and volunteers](#)

[Responding to online safety incidents in South Australian schools guideline](#)

[Child protection policies and guidelines](#)

The site leader will also report any incidents on the department's [incident management system](#) in accordance



with the [Reporting critical incidents, injuries, hazards and near misses procedure](#).

## Use of AI and emerging technologies

Educators at our site are encouraged to use [EdChat](#), the department’s secure generative artificial intelligence (AI) chatbot as the preferred tool due to its additional safety features. When using EdChat, staff will not share any personal or identifying information about children or the site such as images, videos, names, addresses, or health information.

We will follow the [Artificial intelligence in schools – use and considerations](#) before our site approves the use of other AI tools. If alternative tools are approved staff will not enter any personal or identifying information about the site or children.

If educators are using AI to help with programming and creating learning experiences this will not be done where children are present.

## Procedure creation and revision record

Version:	1
Prepared by	Daniela Gambaro (Early Years Coordinator)
Approved by site leader:	Robyn McLachlan
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