



Use of Digital Technology Policy

In this policy, words in *italic* text are defined terms which have the specific meanings set out in *Gowrie Victoria Policies and Procedures – Definitions and Abbreviations*.

Purpose

The purpose of this policy is to affirm Gowrie Victoria's commitment to creating and maintaining digital environments that prioritise the safety, wellbeing and development of all *children* and *staff* across our early learning *services* and programs, where this explicitly relates to use of digital technology by and directly when working with *children*.

Scope

This policy applies to all *Board members*, *staff members*, *volunteers*, *students on placements*, *parents/guardians*, *children and contractors/labour hire* employees at Gowrie Victoria.

Policy Statement

Gowrie Victoria is committed to creating and maintaining physical and online environments that are safe, inclusive, and empowering for all *children*. In line with Standard 9 of the Child Safe Standards, these environments are actively designed, regularly reviewed and maintained to support *children's* safety, wellbeing and capacity to learn and thrive.

This policy reinforces Gowrie Victoria's commitment to the safe, ethical and responsible use of digital technology across all learning environments and programs where this explicitly relates to use of digital technology by *children* and by *staff* when directly working with *children*.

In alignment with the *National Model Code of Child Safe Practices*, *services* must be committed to implementing clear, effective measures to:

- protect *children's* privacy and personal information
- promote digital wellbeing
- enhance learning outcomes through the safe use of technology
- uphold authority, storage and consent protocols.

By embedding these principles into daily practice, Gowrie Victoria ensures an environment where *children* are supported to safely explore digital technologies, while being protected from potential harm. *Children* do not engage with their digital environments in isolation. Their safety, wellbeing, and ability to participate meaningfully are significantly enhanced by the responsible actions and decisions of those around them.

Gowrie Victoria identifies potential risks associated with digital devices, online content and the handling of personal data. These are managed through a range of safeguards designed to ensure safety and compliance. *Children's* access to digital technology within *services* must be strictly supervised, developmentally appropriate, and conducted only using service-issued devices. At all times, *staff* must

ensure that technology use supports *children's* learning, creativity, and wellbeing, while maintaining a safe and secure digital environment.

Personal devices that have the capacity to take and/or record images as well as devices with capacity to store media such as SD cards or USB drives, are strictly prohibited while working directly with children.

Every *service* has Gowrie Victoria issued devices that can capture and store videos and images, that can be used as required to document *children's* learning. Images and videos of *children* are captured, stored, shared and retained securely in line with the Photographic and Video Image Procedure.

Digital Safety, Education and Training

Staff receive ongoing information and training in digital safety and the responsible use of technology. In addition, *services* work collaboratively with *families* to encourage consistent and safe technology practices both at home and within *services*. All external individuals including *visitors, students, volunteers, and contractors/labour hire* are required to store away personal devices, () when entering approved spaces for *children*, are made aware of this expectation and are explicitly instructed not to use personal devices within these environments.

Through these measures, *staff* can ensure that a secure digital environment is provided that supports *children's* learning and development while always upholding their safety and privacy.

Optical Surveillance

Gowrie Victoria *services* do not use optical surveillance such as CCTV in children's rooms. Consistent with Article 16 of the UN Convention on the Rights of the Child, we prioritise protecting children's right to privacy and dignity by fostering physically and emotionally safe environments through active, in-person supervision by highly qualified *staff*. Our approach emphasises trusted relationships and real-time responsiveness, ensuring *staff* are fully present to support children's wellbeing and safety. We prioritise open communication with *families* to build transparency and trust, reinforcing ethical practices that respect and uphold children's fundamental rights without reliance on retrospective surveillance footage.

Curriculum Planning and Documentation

Curriculum planning and documentation at our *services* are intentionally handwritten. This approach fosters a more thoughtful, flexible, and personalised planning process. Handwritten plans enable *staff* to engage deeply with pedagogy, theory, and practice in the moment, tailoring learning experiences unique to each *child* without relying on predetermined formulaic methods. While online platforms offer convenience, handwritten planning encourages greater reflection and intentionality, supporting *staff* to connect meaningfully with each *child's* learning and development and upholds the warmth, authenticity, and responsiveness central to our educational philosophy.

Authorisation

Approved by	Chief Executive Officer
Name	Karen Weston
Signature	

Date	19/9/2025
-------------	-----------

References

Policy Status	Mandatory
NQS Quality Area	1, 2, 3, 4, 5, 6, 7
Relevant Legislation	Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011 Prescribed Policies Regulation 168: Regulation 168(2)(ha) - the safe use of digital technologies and online environments
Related Policy	Child Safe Policy Duty of Care Policy
Related Procedure	Photographic and Video Image Procedure Supervision Procedure

Office Use Only

Policy Reviewed	Month/Year August 2025	Next Review 3 years	Month/Year August 2028
Version Number	V1.08.2025		
Modifications	New policy in response to legislative changes 1 Sept 2025 and 1 Jan 2026.		