Electronic Device Usage Policy

Rationale

OOSH aims to provide a fun and safe environment for students in attendance during before/after school care and throughout its vacation care programs.

OOSH is required to comply with Government policies and standards in relation to quality and safety, as outlined in, 'My Time, Our Place’ Framework for School Age Care in Australia and ACECQA (2011). Guide to the National Quality Standard.

Safety for students in our care encompasses emotional well being, physical safety and also cyber and electronic device usage safety.

Our approach in relation to providing a safe cyber and electronic environment at OOSH is based on educating students about responsible usage, the dangers of accessing inappropriate sites/applications/content/games, the dangers of over-use and therefore self-awareness and self-regulation.

Applicability of this Policy

As with all other OOSH policies, all students attending OOSH (before/after school care & vacation care) are required to adhere to this policy. Additionally, it is a condition of enrolment at OOSH that parents are aware of and agree to adherence to this policy.

This policy applies to all electronic and tablet devices including but not limited to the following:

- Mobile phones including large format phones, for example, Samsung Notes, Apple iPhone 6 Plus
- 3G/4G enabled and Wi-Fi enabled devices, for example, iPads and other tablets; laptops/notebooks/computers; other devices with internet/browser capabilities
- Gaming devices, for example, Nintendo DS, Game Boy, Sony PS3
- Any other device with content storage and/or viewing/reading capabilities, for example, EBook readers, portable DVD devices.

Any student, including Year Fours, Fives and senior school students, who bring their own electronic device, must follow these rules, to ensure the highest safety for that student and other students, when they are using an electronic device at OOSH.

Scope: This policy applies to educators, families, visitors and students.

Considerations, Legislation and early childhood standard:

- Australian Broadcasting Authority [www.aba.gov.au](http://www.aba.gov.au)
- DEEWR Children (Education and Care Services National Law Application) Act 2010
- DEEWR Education and Care Services National Regulations 2011
- 'My Time, Our Place’ Framework for School Age Care in Australia:
- Office of Film and Literature Classification. Guidelines for the Classification of Films and Videotapes (Amendment 3), Schedule 2.
- Young Media Australia [www.youngmedia.org.au](http://www.youngmedia.org.au)
Non Compliance with this Policy

If a student inadvertently/accidentally accesses inappropriate content, an OOSH educator/staff member should be notified immediately by the student/s. The incident may be recorded as part of OOSH health & safety record keeping. The student/s will be cautioned/counseled accordingly.

If a student/s knowingly contravenes this policy (for example by deliberately accessing inappropriate content/material), that student’s device will be removed from the student’s possession and placed in the locked up safety cupboard in the office. The student/s will be cautioned/counseled accordingly.

The device will be returned to the parent of that student/s at the first available opportunity and a letter will be issued to the parent/s advising of the incident including details of the content the student/s was accessing. The letter may also outline any future restrictions to be imposed on that student/s eligibility to bring their device or tablet to OOSH and/or gain access to any other student/s device or OOSH’s devices and tablet. The incident will be recorded as part of OOSH health & safety record keeping.

Determination of the above consequences of accessing inappropriate content will be at the discretion of OOSH educator/staff members.

Santa Sabina Open Internet Network

Please be aware that Santa Sabina operates an open internet network and when any Wi-Fi-enabled device is turned on, it will connect to any of Santa Sabina’s Wi-Fi/Internet connections. That is, a password is not necessary to gain/enable access to Santa Sabina Wi-Fi/Internet connections.

Content classification and other legal frameworks

Appropriateness of content on all electronic and tablet devices will be determined by OOSH educator/staff members based on Australian Classification ratings used by The Classification Board - the statutory body which makes classification decisions for films, computer games and certain publications.

Only content assessed as G (General) or PG (Parental Guidance) will be allowed at OOSH.

Allowed:
- G – General
- PG – Parental Guidance

Prohibited:
- M – Mature
- MA 15+ - Mature Audience
- R 18+ - Restricted

Where content is already rated by The Classification Board and the rating can be easily identified, OOSH will utilize the rating. Additionally, where websites apply a minimum age account holder policy, OOSH will comply with stated minimum age restrictions, for example, Twitter and Facebook.

Children bringing devices to OOSH

At OOSH we aim to provide balanced activities to students in our care and in particular, we promote healthy active living. In accordance with this philosophy, students will only be allowed to bring and use their own devices during the following days & times and specified purpose:

Before School Care – device usage is prohibited.

After School Care (Mondays to Thursdays) – Year 4 & above, usage is limited to one hour for completion of homework only. The hour will commence following completion of afternoon tea (approximately 4pm, at the discretion of OOSH Educator/ Staff members). Kindergarten to Year 3 – usage is prohibited.

After School Care (Friday) – students will be allowed to use their devices for homework or play for no more than one hour following completion of afternoon tea (approximately 4pm, at the discretion of OOSH Educator/Staff members).

During Vacation Care, students will be allowed to use their devices during specific time periods as stated below:
- For no more than 3 hours each morning from 7am – 10am. The usage period will be shorter where an excursion or incursion commences before 10am.
• For no more than 1 hour each afternoon. The commencement time may vary each day and as determined by OOSH educator/staff members. Determination of each day's afternoon device time will take into consideration the program/activities and time schedule set for the day.

Conditions of use for students bringing devices:

• Students are required to advise an OOSH educator/staff member that they have brought a tablet or device to OOSH.
• Each website, music video, video, internet search and any content accessed on their electronic devices and tablets is required to first be approved by an educator/staff member and then viewed before the students are allowed access.
• No student is to share an electronic device or tablet or watch over another student who is on their electronic device, with the exception of siblings.
• An electronic device or tablet is to only to be used in the office and an OOSH Educator/Staff member will be present and supervising.
• No headphones are to be worn or brought into the centre, as the OOSH Staff need to be able to hear what games or songs are being played with or listening to.
• When not in use, all electronic devices and tablets will be stored in a safe locked up cupboard located in the office, for example, during the times of the day when use is prohibited.

Determination of appropriate commencement and cessation times for device and tablet usage will be at the full discretion of OOSH educator/staff members. Usage times will be varied (from the above) as and when required depending on circumstances determined by OOSH educator/staff members as relevant and necessary to establishing a safe and enjoyable environment for the students in our care.

**OOSH's iPad and Mac Computer**

OOSH’s iPad and Mac Computer is allowed to be used only during After-School care as follows:

• for research purposes
• On Fridays, the OOSH iPad and Mac Computer may be used in groups by the students and free play is encouraged to use the iMovie and iVideo Apps. Before selecting an application or website they are choosing to access, they must first seek permission from an OOSH Educator and the application or website must be rated by a staff member as G or PG.

During the Vacation Care Holiday Period, OOSH’s iPad and Mac Computer may be used in groups by the students. Free play is encouraged to use the iMovie and iVideo Apps on the iPad. Before selecting an application or website they are choosing to access, they must first seek permission from an OOSH Educator and the application or website must be rated by a staff member as G or PG.

DATE ENDORSED: March 2015

DATE FOR REVIEW
AND EVALUATION: September 2016