



## Policy and Procedure

Document Name:	Smart Devices
Review Dates:	28 August 2022
Review Cycle:	3 years
Approved By :	Moderator of the Curia
Approval Date:	28.08.19

### Smart Devices and use of iPad at OSHC

#### 1. Policy Statement and/or Purpose

Catholic Early Learning and Care is committed to ensuring the safety of children in care. This procedure is to ensure that all children and parents are communicating through the appropriate channels in a safe and secure manner.

Catholic Early Learning and Care acknowledges the increased use and ownership of electronic devices within the community and in particular by children. Electronic devices include items such as mobile and smart phones, computers, digital cameras, USB sticks and portable hard drives, iPod and iPads/tablets.

#### 2. Application

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

#### 3. Procedure

Catholic Early Learning and Care recognises that there are instances where possession of a mobile phone or smart device such as a smart phone, smart watch or smart iPad/tablet by children at OSHC can be of benefit to children and their parents. However, their use at OSHC can lead to problems such as;

- Security/ theft
- Harassment
- Distraction in activities/experiences
- Social division
- Access to inappropriate materials online

When children are using their smart devices, children will be supervised at all times, expectations will be made clear, school internet will NEVER be used at any point in time, hotspots will NEVER be used at OSHC. Trust will also be placed on the children to do the right thing once expectations are made.

In view of the problems outlined above, CELC has adopted the following process in relation to **Smart watches for both children and CELC employees;**

1. Smart watches are to be turned to SLEEP mode, 'classroom' mode is extended to include the hours while at OSHC if possible. Should children/CELC employees be found using their smart watch for purposes other than the time, the watch will be confiscated until the child is collected by a parent, or educator finishes their shift.
2. Children/CELC employees are not permitted to access the internet/social media from their smart devices at any time whilst at the OSHC service.
3. Should parents need to contact their child while in care, they are required to contact the service phone. Initially they will speak with a CELC team member who will either relay a message to the child or put the child on to speak with the parent.

4. For devices that have a tracking ability and parents want to keep this activated (under special request communicated to the Nominated Supervisor), the device will NEVER be used for communication with the child. Should parents feel the need to contact their child *the above section 3.* will apply.
5. CELC accepts no responsibility for replacing lost, stolen or damaged devices at OSHC, or whilst a child is travelling to and from the service.
6. All CELC Educators have the right to ask a child who is on their smart device to end their conversation/cease use and to confiscate the device.
7. The confiscated device will be given to the Nominated Supervisor and kept in the office until the child is collected by a parent, or educator finishes their shift.

In view of the problems outlined above, CELC has adopted the following process in relation to **smart devices including but not limited to Mobile phones, iPads, Nintendo's, tablets;**

1. Smart devices such as mobile phones and tablets/iPad are only to be used at designated times and designated areas such as homework or Information and Communication Technology Days (ICT) during Vacation Care. Children have two options for storage of smart devices, which may also be service dependent on storage of the device;
  - a) Keep the device in their school bag zipped up or
  - b) Give the device to the Nominated Supervisor to keep in the office/designated area until they are collected by a parent.
2. Children are not permitted to access the internet/social media from their smart devices at any time whilst at the OSHC service.
3. All devices must be turned to 'Airplane mode' at all times while at OSHC – if a child is found to not have done this, their device will be confiscated and stored until the parent arrives and consequences discussed. CELC educators will monitor this and be asking to see what the children are doing on their device at any point in time
4. The camera, video and audio recording capabilities of a smart device are never permitted to be used at the OSHC service. Children are NEVER to record, take pictures or videos while at OSHC
5. CELC accepts no responsibility for replacing lost, stolen or damaged devices at OSHC, or whilst a child is travelling to and from the service.
6. There is to be absolutely no sharing of devices. If a child is found to be sharing their device, it will be confiscated.
7. All CELC Educators have the right to ask a child what they are doing on their smart device and to cease use and to confiscate the device if any of the above terms are not adhered too.
8. The confiscated device will be given to the Nominated Supervisor and kept in the office until the child is collected by a parent.
9. Consequences will be discussed with parent and child, such as not allowing use again for the remainder of Vacation care or next Vacation Care.
10. **CELC Employees** - It is expected private phone calls will be kept to meal breaks, before or after work. Flexibility will be provided in circumstances demanding immediate attention, i.e. family emergencies. Whilst at work Employees are expected to exercise discretion in using personal mobile phones. Making and receiving personal calls or texting on them during regular working hours is prohibited. This expectation may be alleviated in the special circumstances however arrangements must be made with the Nominated Supervisor prior to the commencement of shift.  
All Employees must show professional courtesy in meetings by having mobile phones on vibrate if applicable or turned off if that feature is not available in meetings.

In view of the problems outlined above, CELC has adopted the following process in relation to **smart devices including but not limited to the use of the school internet on laptops and computers**

1. Should children have access to a school media lab and/or laptop where they access the internet etc, they will be supervised by CELC educators closely.
2. Rules, expectations and
3. Children will be allowed to access pre-discussed games or sites that are allowed.
4. Computer/laptop screens are to be placed so they are visual for the educator to see what the children are doing.
5. If children are doing the wrong thing while using the school internet on these devices, consequences will be discussed and implemented, depending on the severity and how often the child has broken the rules.

## 4. Breaches of this Policy

It is expected parents support the service by working in partnership with CELC to ensure this policy is adhered to. Parents are reminded that the first point of contact with their child is via the service phone. Parents need to be aware and supportive of the fact that children would not be expected to receive and/or make calls or text messages during OSHC time.

Any child found acting in breach of these guidelines can expect that a CELC team member will confiscate the device, turn it off and take it to the Nominated Supervisor where it will be kept in the office until the child is collected. Consequences will be discussed with the parent and child for each individual case. For serious or persistent cases of misuse parents will be required to contact the service and make a time with the Nominated Supervisor to discuss the ongoing misuse of the device and the possibility of a ban for a certain period at OSHC. The Nominated Supervisor, together with CELC Management will determine any sanctions that will apply for more serious breaches of the guidelines.

## 5. Enquiries

Catholic Early Learning and Care Manager - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## 6. See also

- Child Protection policy
- Family and Community Feedback and Grievance Policy
- Risk Management Policy
- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- The National Quality Standard for Education and Care Services 2018
- Child Protection Act 1999
- Risk Management Code of Practice 2000
- Duty of Care

## 7. Approval

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Fr Neil Muir  
Moderator of the Curia  
Diocese of Cairns

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