



Beyond the Burrow  
EARLY LEARNING & CARE

# Safe Use of Technologies & Online Environment Policy

<b>Service Name:</b>	Beyond the Burrow Early Learning & Care
<b>Policy Relevant to:</b>	Approved Provider, PMC, Nominated Supervisor, all Educators, Staff, Students, Volenteers and Families
<b>Last Review:</b>	January 2026
<b>Next Review:</b>	January 2028
<b>NQS:</b>	2.2, 2.2.1, 2.2.3, 7.1.2
<b>ECS National Law:</b>	s162 (a), s165, s167
<b>ECS National Regulation:</b>	r12, r73, r76, r84, r115, r122, r123, r149, r155, r156, r168, r170, r171, r172, e176, r182, r183, r184

## Policy Statement / Rationale

Beyond the Burrow Early Learning & Care recognises that digital technologies and online environments form part of modern education, communication and documentation practices. While digital tools can enhance learning and strengthen partnerships with families, they must be used responsibly, ethically and safely.

The service is committed to protecting children's privacy, dignity and wellbeing in all digital and online contexts. We maintain strict expectations regarding the safe, respectful and secure use of digital devices, platforms and social media.

This policy aligns with the Education and Care Services National Law and Regulations, the National Quality Standard (particularly Quality Area 2 - Children's Health and Safety, Quality Area 6 - Collaborative Partnerships with Families and Communities, and Quality Area 7 - Governance and Leadership), and relevant child safety principles.

## Purpose

The purpose of this policy is to:



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- Ensure safe and appropriate use of digital technologies
- Protect children's privacy and personal information
- Outline acceptable use expectations for staff and families
- Prevent misuse of images, data or online communication
- Support compliance with privacy and child protection legislation

## *Legislative and Regulatory Context*

This policy is informed by:

- Education and Care Services National Law Act 2010, including Section 167 - Protection from harm and hazards
- Education and Care Services National Regulations
- National Quality Standard - QA2, QA6 and QA7
- Privacy legislation and data protection requirements
- Relevant child protection legislation

Beyond the Burrow ensures compliance with all relevant legal obligations.

## *Guiding Principles*

Digital safety practices at Beyond the Burrow are guided by:

- The best interests of the child
- Protection of privacy and confidentiality
- Respectful and professional communication
- Transparency with families
- Secure storage and handling of information
- Ongoing monitoring and improvement of digital practices



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## *Acceptable Use of Digital Devices*

Educators and staff must:

- Use service devices for professional purposes only
- Not use personal devices to store photograph or recordings of children
- Avoid accessing inappropriate or unrelated content while supervising children
- Ensure devices are password protected
- Store devices securely when not in use

Children are only permitted supervised access to digital technologies where developmentally appropriate and aligned with learning intentions.

## *Photography and Recording of Children*

The service ensures:

- Written consent is obtained prior to photographing or recording children
- Images are used only for approved educational and documentation purposes
- Images are stored securely on authorised platforms
- No identifying information is shared publicly without explicit consent
- Images are respectful and preserve the dignity of the child

Staff must never share images of children on personal social media accounts.

## *Online Communication with Families*

The service may use secure platforms to:

- Share learning documentation
- Communicate updates and notices
- Provide important service information



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Communication must be:

- Professional
- Respectful
- Free from discriminatory or inappropriate content
- Compliant with privacy and confidentiality expectations

## ***Social Media Use***

Beyond the Burrow may maintain an online presence to:

- Share general service updates
- Promote the service
- Highlight educational philosophies

The service ensures:

- Children are not identifiable without consent
- Content reflects the service's values and professionalism
- No personal or confidential information is shared

Staff must not represent the service on personal accounts without authorisation.

## ***Privacy and Data Protection***

The service ensures:

- Digital records are password protected
- Access is limited to authorised persons
- Personal information is stored securely
- Data breaches are responded to promptly and appropriately
- Confidential information is not transmitted via unsecured channels



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## *Cyber Safety and Online Risks*

The service recognises potential risks such as:

- Unauthorised sharing of images
- Data breaches
- Cyberbullying
- Inappropriate online contact

Educators are trained to recognise and respond to online risks and maintain safe digital practices at all times.

## *Reporting Concerns*

If inappropriate use of technology is identified:

- Immediate action is taken to protect children
- The concern is reported to Beyond the Burrow
- Documentation is completed
- Relevant authorities are notified where required

## *Partnership with Families*

Beyond the Burrow works collaboratively with families to:

- Promote responsible use of digital technology
- Respect privacy boundaries
- Encourage safe online behaviours
- Address concerns promptly and respectfully



# *Safe Use of Technologies & Online Environment Policy*

## *Responsibilities of Families, Visitors and Volunteers*

### Families Will:

Families are expected to:

- Adhere to the Safe Use of Digital Technologies & Online Environment Policy and associated procedures
- Not use personal electronic devices (including mobile phones, smart watches, wearable recording devices or META/smart glasses) to photograph, record audio, or capture video of children while at the service
- Respect the privacy and dignity of all children enrolled at the service
- Understand that digital documentation shared with them may include images where other children appear in group settings
- Not duplicate, upload, forward or share images or documentation that include other children to social media, online platforms, or external parties (other than immediate family members where appropriate)
- Raise any concerns about digital safety directly with the Approved Provider

### Visitors and Volunteers Will:

Visitors, volunteers and external professionals (including NDIS-funded support professionals or Inclusion Support professionals) must:

- Obtain written authorisation from a child's parent/guardian before capturing images, audio or video recordings
- Use images or recordings strictly for approved educational or documentation purposes
- Comply fully with the service's privacy, confidentiality and digital safety expectations
- Not store, distribute or publish any images of children without explicit service authorisation
- Follow all instructions provided by educators regarding digital device use while onsite



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## *Continuous Improvement*

The service will:

- Review digital safety practices regularly
- Provide staff training where required
- Update systems to reflect best practice
- Include digital safety within the Quality Improvement Plan

## *Related Policies and Documents*

- Providing a Child Safe Environment Policy
- Code of Conduct Policy
- Governance and Management Policy
- Privacy and Confidentiality Policy
- Incident, Injury, Trauma and Illness Policy & Procedure

## *Sources*

Australian Children's Education & Care Quality Authority. (2025).

<https://www.acecqa.gov.au/sites/default/files/2023-03/Guide-to-the-NQF-March-2023.pdf> Guide to the

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Australian Children's Education & Care Quality Authority. (2023). Embedding the National Child

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Australian Children's Education & Care Quality Authority. (2024). Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For The National Model Code.

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Australian Government, Office of the Australian Information Commissioner. (2019). Australian Privacy Principles: <https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/>

Australian Government Department of Health and Aged Care. (2021). Australia's Physical Activity and Sedentary Behaviour Guidelines

Australian Human Rights Commission (2020). Child Safe Organisations. <https://childsafe.humanrights.gov.au/>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

Education and Care Services National Regulations. (Amended 2023).

Office of the Australian Information Commissioner (OAIC)  
Privacy Act 1988

## Review History

<i>Policy Approved By:</i>	Charné Chandler	Approved Provider/Director	January 2026
<i>Policy Reviewed</i>	-	<i>Next Review Date</i>	January 2028
<i>Modifications</i>			