Clayfield College

Early Childhood Accreditation

Safe Use of Digital Technologies and Online Environments Policy

Policy Statement	Clayfield College has comprehensive processes in place for ensuring the safe use of digital technologies and online e maintaining records.
Background	The Education and Care Services National Regulations require approved providers to ensure their services have polici online environments at the service.

Legislative Requirements	Section/Regulation	Description
	Section 162A	Child protection training
	Section 165	Offence to inadequately supervise children
	Section 167	Offence relating to protection of children from harm and hazards
	Regulation 84	Awareness of child protection law
	Regulation 115	Premises designed to facilitate supervision
	Regulation 122	Educators must be working directly with children to be included in ra
	Regulation 123	Educator to child ratios – centre-based services
	Regulation 165	Record of visitors
	Regulation 166	Children not to be alone with visitors
	Regulation 168	Education and care services must have policies and procedures
	Regulation 170	Policies and procedures to be followed

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	Regulation 171	Policies and procedures to be kept available
	Regulation 172	Notification of change to policies or procedures
	Regulation 175	Prescribed information to be notified to Regulatory Authority
	Regulation 176	Time to notify certain information to Regulatory Authority

Principles

It is policy for the Pre-Prep centre that:

- all children attending the centre are provided with a safe environment through the creation and maintenance of technologies and online environments
- children's wellbeing is paramount and children will be actively involved in decision-making about the safe use of taking, using and sharing an image or video of them on a digital device, whether by an adult or a child
- management, educators, and staff are aware of their roles and responsibilities to identify and respond to every maltreatment that may occur through digital technologies and online environments
- approved providers, nominated supervisors, educators, volunteers and students, take reasonable precautions an harm that may occur through digital technologies and online environments
- procedures to effectively manage incidents and disclosures are in place and regularly rehearsed
- in adopting the National Model Code, the Pre-Prep centre considers the purpose and use of electronic and digita educators, other staff and volunteers, to ensure child safe practices are implemented for the use of electronic a

Key Terms

Term	Meaning
Artificial intelligence (AI)	An engineered system that generates predictive outputs such as conten recommendations, or decisions for a given set of human defined object without explicit programming. AI systems are designed to operate with automation.
Cyberbullying	When someone uses the internet to be mean to a child or young person upset.
Disclosure	A process by which a child conveys or attempts to convey that they are sexually abused, or by which an adult conveys or attempts to convey tha abused as a child. This may take many forms, and might be verbal or no disclosures using painting or drawing, gesticulating, or through behavio common among young children and children with cognitive or communi impairments. Children, in particular, may also seek to disclose sexual ab or behavioural cues, such as heightened anxiety, withdrawal or aggressi
Generative artificial intelligence (AI)	A branch of AI that develops generative models with the capability of lea content such as images, text, and other media with similar properties as
Harmful content	Harmful content includes (but is not limited to): - sexually explicit material - false or misleading information - violence

		- extremism or terrorism - hateful or offensive material.
	Illegal content	Illegal content includes (but is not limited to): - images and videos of child sexual abuse - content that advocates terrorist acts - content that promotes, incites or instructs in crime or violence - footage of real violence, cruelty and criminal activity.
	Online hate	Any hateful posts about a person or group based on their race, religion, orientation, disability or gender
	Sexting	Sending a sexual message or text, with or without a photo or video. It ca phone service or any platform that allows people to connect via an onlir function
	Smart toys	Smart toys generally require an internet connection to operate as the co central server
	Unwanted contact	Any type of online communication that makes you feel uncomfortable, u can be with a stranger or someone you/the child knows
Strategies Considerations for active supervision	Supervising children when they use digital devices, particularly when accessing an online environment, is very importa to actively supervise the child. High-risk behaviours for children online include: - uploading private information or images - engaging with inappropriate content (both inadvertently and purposefully) - making in-app purchases - interacting with unsafe individuals. Active supervision helps prevent incidents and enables educators to step in if something goes wrong. It also creates disclosure or asking for help to learn how to use online programs, apps, etc, safely and appropriately, without fear of r Note that supervision is facilitated by the physical design and maintenance of the premises (regulation 115), the sup (section 169, regulations 122-124).	
Links to other Policies	Child Safe Program Governance and Management Policy & Procedures (Pre-Prep) Information and Communication Technology (ICT) Policy and Procedures Interactions with Children Policy & Procedures (Pre-Prep) Photography and Video Policy and Procedures Providing a Child Safe Environment Policy & Procedures (Pre-Prep) Student Use of Social Media Policy and Procedures	
Induction and Ongoing Training	New staff to be informed of the requirements of this policy, and related policies during their induction.	

	Regular training in relevant Pre-Prep policies occurs each term at designated staff meetings and PD days.
Policy Review	This policy was created: 18 September 2025 Next review due: 1 September 2026 by the Primary Leadership Team.

Pages in this Section

- **Safe Use of Digital Technologies and Online Environments Procedure**

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