The Children's House Montessori School

# Digital Devices Policy

## Purpose

To ensure the safety, privacy, wellbeing, and effective supervision of all children while protecting the confidentiality of families, staff, and service information through the appropriate use of mobile phones and smart devices.

## Scope

This policy applies to all educators, staff members, volunteers, students, contractors, visitors, and any other persons present at the service or participating in service-related activities.

## Guiding Principles

The service is committed to:

- Prioritising children's safety, supervision, and wellbeing at all times.
- Ensuring personal devices do not interfere with professional responsibilities.
- Protecting the privacy and confidentiality of children, families, and staff.
- Using approved communication channels for service-related matters.
- Complying with legislative requirements relating to privacy, child safety, and record keeping.

## Policy Statements

| Area | Policy |
|---|---|
| **Personal Use** | Personal mobile phones and smart devices must be stored in lockers or designated staff areas during working hours. Use is permitted only during scheduled breaks and away from children. |
| **Emergency Access** | Staff requiring access to their mobile phone due to personal emergencies or caregiving responsibilities must obtain prior approval from the Nominated Supervisor. |
| **Smart Watches** | Smart watches must be set to silent mode while on duty. Messaging, calls, internet browsing, social media access, and app use are not permitted during contact hours with children unless authorised for service purposes. |
| **Photography and Recording** | Only service-approved devices may be used to photograph, record, or document children. Personal devices must not be used for photography, video recording, or audio recording under any circumstances. |
| **Visitors and Contractors** | Visitors and contractors must comply with this policy while on service premises. Appropriate signage will be displayed at entry points. |

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| **Social Media and Messaging** | Staff must not post, share, comment on, or distribute any information, images, videos, or content relating to the service, children, families, or colleagues through personal social media platforms or messaging applications. |
| **Confidentiality** | Information relating to children, families, staff, and service operations must not be stored, transmitted, photographed, downloaded, or shared via personal devices. |
| **Stored Images** | Written parent or guardian authorisation for photographs, videos, and observations of children will be obtained during enrolment and maintained on file. |
| **Access and Storage** | Child images and videos will be stored on secure service devices and password-protected systems only. Access is limited to authorised educators and management. Where images are provided to families via USB or other storage devices, a sign-out and return register must be maintained. |
| **Children's Access to Digital Devices** | Children will only access digital devices when directly supervised by an educator and where the use supports educational outcomes or learning experiences. |
| **Monitoring and CCTV** | The service does not currently utilise CCTV monitoring. Continuous educator supervision within the learning environment is considered sufficient to maintain children's safety and wellbeing. |

# Compliance and Monitoring

The Nominated Supervisor will monitor compliance with this policy through observation, supervision, staff discussions, and regular audits.

Any breach of this policy may result in:

- Counselling or corrective action;
- Performance management procedures;
- Disciplinary action in accordance with the service's Code of Conduct;
- Notification to relevant authorities where required.

All educators, staff, volunteers, and students will receive information regarding this policy during induction and annual compliance training.

# Related Documents

- Code of Conduct
- Child Safe Environment Policy
- Education and Care Services National Regulations
- National Quality Standard, Quality Area 4 and Quality Area 7

# Review and Approval

## Policy Review

This policy will be reviewed:

- Annually;
- Following any changes to relevant legislation, regulations, or National Quality Framework requirements;
- Following any incident, complaint, or identified breach related to mobile phone or smart device use;
- As part of the service's continuous improvement process;
- In consultation with educators, families, and other relevant stakeholders where appropriate.

## Approval Declaration

I confirm that this policy has been reviewed and approved for implementation at the service.

**Nominated Supervisor:** Denise Underwood

**Signature:** *Denise I Underwood*

**Date:** 08.11.2026