



St Catherine's

EARLY EDUCATION CENTRE

St Catherine's Early Education Centre CS-07 SAFE USE OF DIGITAL TECHNOLOGIES & ONLINE ENVIRONMENTS POLICY

This policy forms part of the Governance and Child Safety Framework of St Catherine's Early Education Centre.

1. Purpose

St Catherine's Early Education Centre is committed to ensuring the safe, responsible and ethical use of digital technologies to protect children's safety, privacy and wellbeing.

This policy outlines expectations for the use of digital devices, online platforms, social media and surveillance systems within the service.

Children's safety and wellbeing is the paramount consideration in all decisions relating to digital technology use.

2. Scope

This policy applies to:

- Educators and staff
- Management and Board members
- Volunteers, students and contractors
- Families
- Visitors
- Any person accessing service digital systems

It applies to:

- Mobile phones
- Tablets



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- Laptops and computers
- Cameras and recording devices
- CCTV systems
- Social media platforms
- Online communication platforms
- Electronic record systems

3. Legislative & Regulatory Framework

This policy is guided by:

Education and Care Services National Regulations

- Reg 168(2)(ha) – Safe use of digital technologies
- Reg 181 – Confidentiality of records
- Reg 183 – Storage of records

Victorian Child Safe Standards (2022)

- Standard 3 – Child safety in practice
- Standard 6 – Workforce
- Standard 8 – Complaints processes

Other Legislation

- Privacy Act 1988 (Cth)
- Health Records Act 2001 (Vic)
- Working with Children Act 2005 (Vic)
- Reportable Conduct Scheme

4. Policy Statement

The service maintains zero tolerance for digital conduct that places children at risk.

Digital technologies must be used:



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- Professionally
- Transparently
- Ethically
- In accordance with privacy legislation
- In alignment with child safety obligations

Personal device use is strictly controlled to minimise safeguarding risks.

5. Use of Digital Devices

5.1 Service Devices

Service-issued devices are used only for:

- Educational programming and documentation
- Communication with families via approved platforms
- Administrative purposes

Service devices must:

- Be password protected
- Be stored securely
- Not be used for personal social media

Access to children's records is restricted to authorised personnel only.

5.2 Personal Devices

Personal mobile phones must not be used in children's areas.

Personal devices must:

- Be stored securely during working hours
- Not be used to photograph, film or record children
- Not access personal social media during supervision

Smart watches with recording functions must not be used to capture images or audio involving children.



6. Photography, Images & Recording

The service ensures:

- Written consent is obtained prior to photographing children
- Images are used only for approved educational or communication purposes
- Children are not publicly identified without explicit consent
- Images are stored securely
- Images are deleted according to record retention procedures

Personal devices must never be used to capture children's images.

7. Social Media & Online Conduct

Staff must:

- Maintain professional boundaries online
- Not connect with enrolled children via personal social media
- Not share images or information about children without authorisation
- Not post content that may bring the service into disrepute
- Not discuss confidential matters online

The service's official social media accounts are managed by authorised personnel only.

8. CCTV & Surveillance Systems

Where CCTV is installed:

- Its purpose is for security and safety monitoring
- Cameras are positioned to respect privacy
- Recordings are stored securely
- Access to footage is restricted to authorised personnel



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- Footage is released only in accordance with privacy law

CCTV is not used as a replacement for active supervision.

9. Online Communication with Families

Communication with families must occur through approved service platforms.

Staff must not:

- Privately message families about service matters via personal accounts
- Share confidential information via unsecured platforms

Professional boundaries apply to all digital communication.

10. Cyber Safety Education

The service supports age-appropriate learning about safe technology use, including:

- Respectful communication
- Personal boundaries
- Seeking help when unsure
- Understanding privacy

Children are empowered to speak up if something online makes them uncomfortable.

11. Data Security & Privacy

The service ensures:

- Secure password protection
- Restricted system access
- Encrypted storage where applicable
- Compliance with privacy legislation



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- Prompt response to data breaches

Any suspected data breach must be reported immediately to the Director.

12. Reporting & Escalation

If digital misconduct or safeguarding concerns arise:

- Report immediately to the Director or Child Safety Officer
- Follow Mandatory Reporting obligations (if applicable)
- Follow Reportable Conduct procedures (if applicable)
- Maintain confidentiality

Staff must not investigate digital concerns independently.

13. Breach of Policy

Failure to comply with this policy may result in:

- Disciplinary action
- Mandatory reporting
- Reportable Conduct notification
- Termination of employment or contract
- Notification to relevant authorities

14. Related Policies

- CS-01 Child Safety & Wellbeing Policy
- CS-04 Code of Conduct
- GOV-03 Privacy & Confidentiality Policy
- HS-02 Supervision Policy
- GOV-09 Document Control Policy



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15. Continuous Review

This policy will be reviewed:

- Annually
- Following legislative changes
- Following identified digital safety risks
- Following any breach or incident

Stakeholders may be consulted during review.

Review Details

Review Date	Review Type	Trigger for Review	Conducted By
Feb 2026	<input type="checkbox"/> Scheduled (Annual) <input checked="" type="checkbox"/> <input type="checkbox"/> Legislative Update <input type="checkbox"/> <input type="checkbox"/> Incident Review <input type="checkbox"/> Risk Audit <input type="checkbox"/> Governance Cycle	Checking policies against new legislation – found we can merge some policies	Jennie Madden
April 2028			

DOCUMENT CONTROL & REVIEW INFORMATION

Policy Code: CS-07

Policy Name: Safe Use of Digital Technologies & Online Environments Policy

Quality Area Alignment: QA2, QA4, QA7

Approved By: Director / Board_

Responsible Officer: Director_Jennie.Madden

Version: 2026-V1

Effective Date: Feb_2026

Next Review: April 2028

This single policy now replaces:

- Cyber Safety
- Facebook Policy
- CCTV
- Technology Policy
- Digital Use