

ON-LINE SHARING PLATFORM

QUALITY AREA 7 |

INTRODUCTION



Digital sharing platforms, when used responsibly and securely, offer powerful opportunities to enhance learning, strengthen relationships, and support inclusive communication in early childhood settings.

South Morang Preschool Association uses Storypark, a private online platform, to enable educators, parents/carers and families to collaborate in recording and sharing children's learning experiences. The platform allows educators to capture a child's development through photos, videos and notes, whilst allowing parents/carers to be included in their child/ren's early childhood education and care.

PURPOSE

This policy will provide guidelines to ensure that all users of the on-line sharing platform Storypark used at South Morang Preschool Association or on behalf of South Morang Preschool Association:

- understand and follow guidelines to ensure the safe and appropriate use of Storypark
- maintain secure storage of information
- take responsibility to protect and maintain privacy in accordance with the service's *Privacy and Confidentiality Policy*
- promote a child safe culture when it comes to taking, sharing and storing images or videos of children
- are aware that only those persons authorised (including by invitation) are permitted to access Storypark
- understand what constitutes illegal and inappropriate use of Storypark and avoid such activities
- understand and follow professional use of interactive ICT platforms, such as social media (*refer to Definitions*) and other information sharing platforms (*refer to Definitions*).



POLICY STATEMENT VALUES

South Morang Preschool Association is committed to:

- providing a clear set of guidelines in relation to the use of Storypark by staff and families
- providing a clear set of guidelines in relation to the use of saving and sharing digital images obtained from Storypark
- providing a safe workplace for management, educators, staff and others using the service's ICT facilities and information sharing platforms (including Storypark)
- the rights of all children to feel safe, and be safe at all times
- safeguarding the privacy and confidentiality of information received, transmitted or stored electronically

SCOPE

This policy applies to the approved provider or persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians at South Morange Preschool Association. For the avoidance of doubt, this Policy applies to all users of Storypark, including those who have been invited by families

This policy applies to all aspects of the use of Storypark including:

- individual child profiles visible only to a child/ren’s family
- Community platform visible to all families in a child/ren’s kindergarten group

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that the use of the service’s StoryPark complies with all relevant state and federal legislation (<i>refer to Legislation and standards</i>), and all service policies (<i>including Privacy and Confidentiality Policy and Code of Conduct Policy</i>)	R	√	√	√	√
Ensuring that all families attending South Morang Preschool are given access to Storypark in a timely manner.	√	√	√	√	√
Ensure that all families read the Storypark for parents/guardians and invitees <i>Attachment 2</i>	√	√	√		
Ensure that all staff read the Storypark for staff <i>Attachment 4</i>	√	√	√		√
Managing inappropriate use of ICT as described in <i>Attachment 4</i>	R	√	√		
Providing suitable ICT facilities to enable early childhood teachers, educators and staff to effectively manage and operate the service	√	√			
Ensuring staff do not use their personal devices to record images of children	√	√	√		
Authorising the access of early childhood teachers, educators, staff, volunteers and students to the service’s Storypark facilities, as appropriate	√	√			
Providing clear procedures and protocols that outline the parameters for use of Storypark both at the service and when working from home (<i>refer to Attachment 4</i>)	√	√	√		

Embedding a culture of awareness and understanding of security issues at the service	R	√	√	√	√
Identifying the training needs of early childhood teachers, educators and staff in relation to Storypark, and providing recommendations for the inclusion of training in Storypark in professional development activities	√	√			
Ensuring passwords to access educators Storypark app are kept secure and private.	R	√	√	√	√
Adhering to the requirements of the <i>Privacy and Confidentiality Policy</i> in relation to accessing information on Storypark.	R	R	R	R	R
Developing procedures to minimise unauthorised access, use and disclosure of information and data, which may include limiting access and passwords, and encryption (<i>refer to Definitions</i>)	R	√	√	√	√
Developing procedures to ensure data and information (e.g. passwords) are kept secure, and only disclosed to individuals where necessary e.g. to new educators, staff or committee of management	R	√			
Being aware of the requirements and complying with this policy	√	√	√	√	√
Ensuring that all material stored (including images and videos of children) are kept in a secure location	R	√	√		√
Ensuring that permission is provided by parents/guardians for authorised access to the service’s information sharing platform.	R	√	√	√	√
Complying with all relevant legislation and service policies, protocols and procedures.	√	√	√	√	√
Reading and understanding what constitutes inappropriate use of use of Storypark (<i>refer to Attachment 2</i>)	√	√	√	√	√
Staff to completing the authorised user agreement form (<i>refer to Attachment 4</i>)	√	√	√	√	√
Maintaining the security of ICT facilities belonging to South Morang Preschool Association and keeping allocated passwords secure, including not sharing passwords and logging off after using a computer	R	R	R	√	R
Accessing accounts, data or files on the service’s computers only where authorisation has been provided		√	√		√
Obtaining approval from the approved provider before purchasing licensed computer software and hardware		√	√		
Ensuring no illegal material is transmitted at any time via any ICT medium (<i>refer to Attachment 2</i>)	R	√	√	√	√
Using the service’s email, messaging and social media (<i>refer to Definitions</i>) facilities for service-related and lawful activities only (<i>refer to Attachment 2</i>)	√	√	√	√	√
Notifying the approved provider of any damage, faults or loss of endpoint data storage devices		R	R		R
Responding to a breach of <i>Attachment 2-4</i> accordance with <i>Privacy and Confidentiality policy</i> .	R	√			

Complying with the appropriate use of social media (<i>refer to Definitions</i>) platforms (<i>refer to Attachment 3</i>)	√	√	√		√
Complying with this policy at all times to protect the privacy, confidentiality and interests of South Morang Preschool Association employees, children and families	R	R	R		R



PROCEDURES

Refer to *Attachments* for the procedures and guidelines for Storypark use.

BACKGROUND AND LEGISLATION

BACKGROUND



The safe and professional use of information sharing platforms is required at South Morang Preschool Association to ensure we provide a child safe environment for our students. The Child safe Standards and the National Model Code for Taking Images in Early Childhood Education and Care (the Code) provide crucial guidelines for Early Childhood Education and Care (ECEC) services to ensure the safety and privacy of children. South Morang Preschool Association has adopted the Code (see Attachment 6).

In addition to the Child Safe Standards and the Code, State and federal laws, including those governing information privacy, copyright, occupational health and safety, anti-discrimination and sexual harassment, apply to the use of ICT (*refer to Legislation and standards*). Illegal and inappropriate use of Storypark includes but is not limited to using it to engage in activities such as pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment (including sexual harassment, stalking and privacy violations) and illegal activity, including illegal peer-to-peer file sharing.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Broadcasting Services Act 1992 (Cth)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Crimes Act 1958 (Vic)
- Classification (Publications, Films and Computer Games) Act 1995
- Commonwealth Classification (Publication, Films and Computer Games) Act 1995
- Competition and Consumer Act 2010 (Cth)
- Copyright Act 1968 (Cth)
- Copyright Amendment Act 2006 (Cth)
- Cybercrime Act 2001 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Freedom of Information Act 1982
- Health Records Act 2001 (Vic)
- Information Privacy Act 2000 (Vic)
- National Quality Standard, Quality Area 7: Governance and Leadership
- Occupational Health and Safety Act 2004 (Vic)
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Protected Disclosure Act 2012 (Vic)

On-line Sharing Platforms | Date Reviewed August 25



- Public Records Act 1973 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Spam Act 2003 (Cth)
- Trade Marks Act 1995 (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved Provider, Nominated Supervisor, Notifiable Complaints, Serious Incidents, Duty of Care, etc. refer to the Definitions file of the Policy Works catalogue.

On-line Sharing Platform: Software designed for Early Childhood Services to do online planning and programming, communicate with families, store children’s profiles and educational journey.

Storypark: Storypark is the software of choice for South Morang Preschool. Information on StoryPark can be found on their website. <https://au.storypark.com>

Cyber safety: The safe and responsible use of technology including use of the internet, electronic media and social media in order to ensure information security and personal safety. There are three main areas of risk to safety:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interactions with other users (including bullying)
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Defamation: To injure or harm another person’s reputation without good reason or justification. Defamation is often in the form of slander or libel.

Disclaimer: Statement(s) that seeks to exclude or limit liability and is usually related to issues such as copyright, accuracy and privacy.

Electronic communications: Email, instant messaging, communication through social media and any other material or communication sent electronically.

Encryption: The process of systematically encoding data before transmission so that an unauthorised party cannot decipher it. There are different levels of encryption available.

Information sharing platforms: Describes the exchange of data between various organisations, people and technologies This can include but no limited to Dropbox, Google Drive, Sharepoint, Skype for Business, One Drive

Integrity: (In relation to this policy) refers to the accuracy of data. Loss of data integrity may be either gross and evident (e.g. a computer disk failing) or subtle (e.g. the alteration of information in an electronic file).

Personal Electronic Device: A device that can take photos or record videos refers to any handheld or portable device owned by an individual, such as a smartphone, tablet, or digital camera, which has the capability to capture and store images or video footage. These devices are not issued or controlled by the approved provider.

Phishing: Phishing is the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and indirectly, money), often for malicious reasons, by disguising as a trustworthy entity in an electronic communication.

Security: (In relation to this policy) refers to the protection of data against unauthorised access, ensuring confidentiality of information, integrity of data and the appropriate use of computer systems and other resources.

Social Media: A computer-based technology that facilitates the sharing of ideas, thoughts, information and photos through the building of virtual networks and communities. Examples can include but not limited to, Facebook, YouTube, WhatsApp, Facebook Messenger, TikTok and Instagram

Spam: Unsolicited and unwanted emails or other electronic communication.

Vishing: Vishing is a form of phishing that uses the phone system or voice over internet protocol (VoIP) technologies. The user may receive an email, a phone message, or even a text encouraging them to call a phone number due to some discrepancy. If they call, an automated recording prompts them to provide detailed information to verify their account such as credit card number, expiration date or birthdate.

SOURCES AND RELATED POLICIES

SOURCES

- Acceptable Use Policy, DE Information, Communications and Technology (ICT) Resources: <https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>
- IT for Kindergartens: www.kindergarten.vic.gov.au
- National Model Code - Taking images in early childhood education and care: <https://www.acecqa.gov.au/national-model-code-taking-images-early-childhood-education-and-care>

RELATED POLICIES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints
- Educational Program
- Enrolment and Orientation
- eSafety for Children
- Governance and Management of the Service
- Occupational Health and Safety
- Privacy and Confidentiality
- Staffing



EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*)



ATTACHMENTS

- Attachment 1: Welcome to StoryPark
 - Attachment 2: StoryPark for Parents, guardians and invitees
 - Attachment 3: Social media guidelines
 - Attachment 4: Procedures for use by staff
 - Attachment 6: National Model Code on Taking Photos and Videos of Children
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AUTHORISATION

This policy was adopted by the approved provider of South Morang Preschool Association on [Date].

REVIEW DATE: [DAY]/[MONTH]/[YEAR]

ATTACHMENT 1. WELCOME TO STORYPARK

WHAT IS STORYPARK?

Storypark is not a social media platform. It is an on-line educational tool.

Before looking at how it works and the many benefits that it brings, what is Storypark?

The innovative piece of software is a cloud-based application that has been specifically designed to allow parents and teachers to collaborate and communicate together with ease.

Used in over 80 countries across the globe, the easy-to-use platform is helping to transform early education. Teachers and parents can easily share videos, pictures and content, which helps to strengthen the connection between education facilities and parents. This instant connection allows parents to respond quickly, while it is also possible to create personalised catalogues that detail how the child is growing and learning.

HOW DOES STORYPARK WORK?

Storypark is an easy-to-use application that has been designed to ensure that parents and teachers alike are able to quickly access the information. Users can simply log in to the application, where they will be able to access their dashboard. This is effectively the home page, which showcases the latest activity, such as posts and responses, and allows individuals to invite parents/teachers to a community.

Storypark has also put together a comprehensive guide to help you [find your way around Storypark](#).

WHAT ARE THE BENEFITS OF USING THE STORYPARK APP?

The innovative Storypark app can provide teachers and parents alike with a host of benefits, with some of the most popular including:

Enhances collaboration

One of the biggest advantages of using the Storypark software is that it significantly enhances the collaboration and communication between parents and education facilities. Teachers can upload personalised content to the community that parents can access whenever they like.

Parents can be more involved

Parents will receive a notification when content such as, event invitations and reminders, permission forms, programme information or photo/videos have been uploaded. This ensures parents have up to date information and access to their child's kindergarten experience.

Signing up to StoryPark

Once your child commences kindergarten with South Morang Preschool Association your teacher will email you an invitation to access Storypark for your child's group.

Click the blue [Accept your invitation](#) button in the email and you'll be taken to a simple [Sign-up](#) page where you can enter your name and choose a password. Please choose a password you will remember but that is difficult for someone else to guess.

Clicking [Next](#) will take you to a consent form where you're shown a summary of important issues associated with privacy and behaviour to which you are required to give your consent.

Once you've agreed to the consent form, you can access your child's stories and leave comments.

Note: Please make sure you accept the link in the email rather than signing up yourself on our website. If you sign up any other way your account will not be linked to the child's profile.

If you already have a Storypark account

If you have already joined Storypark with the same email address and are connected to a child's profile, from the invite, you'll be asked if you want to merge the two profiles.

For more on this see: [Invited to Storypark but already have an account.](#)

Why do we use Storypark?

Storypark has supported educators to improve information sharing and to ensure all families have real time access to their child's documentation, progress notes and photos as well as access to information about what is happening at kinder and in our community.

We have observed improved communication between kindergarten and families, especially for our working families who don't get the chance to be at kindergarten.

It has also helped us to stop producing paper-based information to better meet our commitment to being environmentally friendly.

Some key points about Storypark are:

- You must have a working email to sign up. Your teacher will send you an invitation to join and a copy of this information page. Additional information about Storypark is also available on their website.
- If you already have Storypark for your child at another service, you can link the 2 when you accept our invitation. We cannot link profiles after this point.
- You can download the Storypark for Families app in Google Play or App Store. You can sign in using the app and have real time notifications through the app. The app is free.
- No one, except the educators and yourself, can view your child's profile. You can choose to share your child's profile with other family members if you want to. No other kindergarten families will be able to access your child's information.
- There is a community page where any information intended for everyone will be shared. Educators will share newsletters, information about events, important notifications etc. on the community page.
- Only invited members of the kindergarten community will see the community page.
- Storypark have a high-level commitment to cyber safety, including continually testing their system to minimise any potential threats from hackers. You can find out more about their safety measures by visiting their website.
- You can communicate directly with your child's educator/s through the 'conversations' feature.

To protect the privacy of children, we ask all families to not share any photos posted on Storypark.

We believe using Storypark makes children's learning more visible to families and gives you a better overall understanding of what your child is doing, how they are learning and their progression.

Families are better connected to what is happening at kinder and we have reduced the need to look for misplaced notices!

You can find out more about Storypark at: <https://www.storypark.com/au/families/>

Read the announcements

The community posts and status updates will contain important information and updates from your child's educator, the service they attend or information from the Department of Education we have been asked to share with you, so reading these can prove a valuable resource.

ATTACHMENT 2. STORYPARK FOR PARENTS, GUARDIANS AND INVITEES

The below directives are essential to the safety and wellbeing of staff, children, and their families, and to ensure that South Morang Preschool Association and its families operate in a professional and appropriate manner when using Storypark or any digital information sharing platforms employed by the service.

Staff, parents / guardians, students and volunteers must exercise extreme caution using digital facilities that contain children's images and potentially sensitive information.

Users of Storypark must not:

- Exchange, copy or screenshot any posts that would breach the privacy of student's or staff at South Morang Preschool Association
- create or exchange messages that are offensive, harassing, obscene or threatening
- carry out activities that are illegal, inappropriate or offensive to fellow users. Such activities include, but are not limited to, hate speech or material that ridicules/discriminates against others based on race, nationality, creed, religion, ability/disability, gender or sexual orientation.
- use the Storypark app to access, download, create, store or distribute photo's, videos, programmes or plans
- conduct any outside business using the app e.g. business advertising or promotions
- use the app in any way to assist any election campaign or lobby any government organisation
- exchange any confidential or sensitive information held by South Morang Preschool Association
- Comment on posts in a way that could be received as a complaint without following the official complaints policy
- Behave in a way that could breach the "Code of Conduct" all families agree to adhere to during the enrolment process.

Breaches of this policy

- South Morang Preschool Association will investigate any breaches of this policy. Depending on the type of breach, South Morang Preschool Association may be obligated to report the breach to the Department of Education, Department of Families, Fairness and Housing (Child Protection) and/or Victoria Police may be included.
- Any breaches of this policy that are deemed unlawful could result in the party involved being liable for criminal or civil legal action. This could result in serious consequences, such as a fine, damages and/or costs being awarded against the individual, or imprisonment.
- South Morang Preschool Association will not defend or support any individual using the service's digital platform facilities for an unlawful purpose
- The service may block access to this site where inappropriate use is identified.

ATTACHMENT 3. SOCIAL MEDIA AND INFORMATION SHARING PLATFORM GUIDELINES

It is a breach of confidentiality and privacy to post or comments about children without consent or authorisation. It is also an offence under current legislation, to record or use a visual image of a child, including transmitting the image on the internet, without the written consent of the child's parent.

South Morang Preschool specifically requires that, unless you have the express permission, you:

- Do not video or photograph anyone, or post photos or personal details of other South Morang Preschool Association staff, children or families;
- Do not post photos or videos of South Morang Preschool Association staff, children or families on your personal Facebook page, or otherwise share photos or videos of staff, children or families through social media;
- Do not create a South Morang Preschool Association branded Facebook page, or other pages or content on social media that represents South Morang Preschool Association, it's staff, children or families without authorisation from the approved provider;
- Do not post anything that could embarrass or damage the reputation of South Morang Preschool Association, staff, children or families.
- make any comment or post any material that might otherwise cause damage to South Morang Preschool Association reputation or bring it into disrepute;
- imply that they are authorised to speak as a representative of South Morang Preschool Association, or give the impression that the views expressed are those of South Morang Preschool Association , unless authorised to do so
- use a South Morang Preschool Association email address or any South Morang Preschool Association logos or insignia that may give the impression of official support or endorsement of personal comments;
- use the identity or likeness of another employee, contractor or other member of South Morang Preschool Association

Notify the approved provider or person with management or control if they become aware of unacceptable use of social media as described above.

Consequences of unacceptable use of social media

- South Morang Preschool Association will review any alleged breach of this policy on an individual basis. If the alleged breach is of a serious nature, the person shall be given an opportunity to be heard in relation to the alleged breach.
- South Morang Preschool Association may request that any information contained on any social media platform that is in breach of this policy be deleted.

ATTACHMENT 4. STORYPARK FOR STAFF

Expectations of staff when using Storypark

- All Educators are expected to use Storypark to share information with families
- Each group maintains the programme and Plan on Storypark
- Each kinder group provides a weekly update to Storypark, which may include information on experiences & play through the week. This could include a combination of photos or videos along with a written description.
- The community section should be used to share newsletters, reminders or notes for parents/guardians such as closure days, inhouse events, dress up day etc.
- Individual child plans should be set up for each child in the 'Planning' section of Storypark.
- Before posting staff should check the content of posts to Storypark for spelling, grammar and appropriateness.
- At a minimum 1 parent/Guardian of each student attending is invited to access Storypark for their child.
- New students commencing throughout the year should be invited to Storypark a timely manner
- Archive families from groups as they leave the service to ensure the privacy of remaining students is maintained.
- Respond to parent queries as soon as is practicable (within roster).
- Never send unauthorised marketing content or solicitation messages.
- Be suspicious of phishing titles.
- Members of staff, students or volunteers must not post remarks or comments that breach confidentiality or that are deemed to be of a detrimental nature to the kindergarten or other employees' reputation.
- Staff must ensure that all comments on stories or posts are kept professional
- Any cases of unacceptable usage of Storypark should be reported to an educator or administration manager.
- Pictures and or videos posted on Storypark should be considered carefully, taking the into account permissions obtained in enrolment records, type of posting (group or child profile), identifying markers in photo/video (background, uniforms).

Digital storage of personal and health information

- Digital records containing personal, sensitive and/or health information, or photographs of children must be password protected and stored securely so that privacy and confidentiality is maintained. This information must not be removed from the service without authorisation, as security of the information could be at risk (*refer to Privacy and Confidentiality Policy*).
- Digital records containing personal, sensitive and/or health information, or photographs of children may need to be removed from the service from time-to-time for various reasons, including for:
 - excursions and service events (*refer to Excursions and Service Events Policy*)
 - offsite storage, where there is not enough space at the service premises to store the records.
 - Teachers working from home

In such circumstances, services must ensure that the information is transported, handled and stored securely so that privacy and confidentiality is maintained at all times.

Password management

An effective password is the first line of defence on keeping Storypark secure on any electronic device. If the password has been compromised any new passwords, you create must be communicated to approved provider to be recorded.

Always verify a user's identity before resetting a password

Working from home

When an approved provider, nominated supervisor, early childhood teachers, educators or staff members are working from home they must:

- Ensure their work computer is not left in a car.
- Ensure their work computer is password protected and has the "Find My" app on.
- Ensure their work computer is not left accessible to members of your family where there could be a breach of privacy.
- report breaches to privacy or loss of private, sensitive, and health information to nominated superiors as soon as practically possible.

NATIONAL MODEL CODE FOR EARLY CHILDHOOD EDUCATION AND CARE

TAKING IMAGES OR VIDEOS OF CHILDREN WHILE PROVIDING EARLY CHILDHOOD EDUCATION AND CARE

Purpose

The National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) addresses child safe practices for the use of electronic devices while providing early childhood education and care (ECEC). Providers of centre-based ECEC under the National Quality Framework (NQF) are strongly encouraged to adopt the National Model Code as a further support to promote a child safe culture. The National Model Code is a voluntary, interim measure while future legislative reform is being considered by governments.

Scope

This National Model Code has been developed for approved providers and their services, including educators, other staff, and volunteers, while children are being educated and cared for at centre-based early childhood services. While the National Model Code targets centre-based services whose primary purpose is to educate and care for children 0-5 years old under the NQF (long day care and pre-school / kindergarten services), providers of other types of children's education and care services may wish to consider adopting similar practices within their own contexts.

National Model Code

Part 1

Only service-issued electronic devices should be used when taking images or videos of children while providing education and care. The appropriate use of service-issued electronic devices for taking, sending and storing images or videos of children should be clearly outlined in policies and procedures.

Part 2

Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, and smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) should not be in the possession of any person while providing education and care and working directly with children. Any exceptions to this should be for limited, essential purposes that are authorised in writing (or through another means if written authorisation is not reasonably practicable) by the approved provider of the service, and where that access does not impede the active supervision of children.

Part 3

Essential purposes for which use and / or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children include:

- communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises
- personal health requirements, e.g. heart or blood sugar level monitoring
- disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member
- family necessity, e.g. a worker with an ill or dying family member
- technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred
- local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification.

Part 4

Approved providers and their services should have strict controls in place for the appropriate storage and retention of images and videos of children.

Guidelines

Guidelines have been developed to support approved providers and their services apply the National Model

Code in their context(s) and uphold child safe practices when using electronic devices to take images or videos of children