

POLICY:

Mobile Device Use Policy

PURPOSE

To ensure mobile devices are used responsibly within the service, maintaining child safety, educator focus, and regulatory compliance while supporting wellbeing and operational needs.

SCOPE

This policy applies to all educators, staff, volunteers, and visitors within the service premises.

POLICY STATEMENT

Our service is committed to creating safe, attentive, and respectful learning environments. Mobile device use must not compromise supervision, engagement, or professional conduct. Devices may be used for documentation, wellbeing support, or emergency communication, within defined boundaries.

DEFINITIONS

- Mobile device - Any portable electronic device capable of communication or data access
- Active supervision - Ongoing engagement with children, including visual monitoring, proximity, and responsiveness.
- Wellbeing use - Use of devices for personal regulation

PROCEDURES

- a. Educator Use
 - Devices must be on silent during work hours.
 - Use is permitted only during scheduled breaks or for approved documentation.
 - Smart watches may be worn but must not distract from supervision or interactions.

- b. Documentation
 - Devices may be used to capture observations, provided consent protocols are followed.
 - Photos/videos must be stored securely and linked to EYLF outcomes.
- c. Emergency Use
 - Devices may be used to contact emergency services or management during critical incidents.
 - Personal calls must be made outside of learning environments.
- d. Monitoring and Breaches
 - Coordinators will monitor compliance through observation and reflective supervi

LEGISLATIVE AND REGULATORY ALIGNMENT

- Education and Care Services National Law and Regulations
 - National Quality Standard (NQS) – QA2, QA4, QA7
- Early Years Learning Framework (EYLF) – Principles: Respectful Relationships, Partnerships
- ACECQA Guidelines on Professional Conduct

REVIEW CYCLE

This policy will be reviewed annually or in response to sector feedback, technological changes, or regulatory updates.

STAKEHOLDER CONSULTATION

This policy was co-designed with input from educators, families, and sector peers through reflective practice sessions and peer forums.

RELATED DOCUMENTS

- Code of Conduct
- Supervision Policy
- Documentation and Privacy Guidelines
- Educator Wellbeing Toolkit