LOWER PLENTY PRIMARY SCHOOL OSH 

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# INFORMATION HANDLING (PRIVACY AND CONFIDENTIALITY) POLICY

## PURPOSE

Lower Plenty Primary OSHC recognizes the significant impact of information technology. Suitable policies and procedures have been put in place at Lower Plenty Primary OSHC to ensure that information technology is used appropriately and in the best interests of the children, families and staff who use the service.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

Information technology shall be considered a valuable learning tool for school age children attending Lower Plenty Primary OSHC and shall be included as an appropriate part of the overall program.

Information technology shall include computer equipment, games, internet access and other forms of communication technology including ipads and cameras. Information technology accessible to children such as the internet shall be monitored by educators.

Approved mechanisms shall be put in place to ensure that children who are able to access the internet at the service do not have access to inappropriate sites or information. Children will be educated regarding the safe use of information technologies.

Educators shall not be permitted to use personal mobile phone cameras to take photos of children.

Educators shall not be permitted to use personal digital (or manual) cameras to take photos of children.

The service shall take precautions to ensure computer games accessible to children are appropriate for the use of school age children and that government classifications are followed where appropriate.

## FURTHER INFORMATION AND RESOURCES

* National Regulations 157, 168
* Quality Area 1, Element 1.1.1, 1.1.5
* Quality Area 3, Element 3.2.2
* Quality Area 4, Element 4.2.1
* Quality Area 5, Element 5.2.1

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.