DIGITAL TECHNOLOGIES, ONLINE ENVIRONMENTS AND ARTIFICIAL INTELLIGENCE

Date last reviewed	March 2026
Next review date	March 2027

What areas does this policy cover

- **Digital Technologies, Online Environments and Artificial Intelligence**

Policy Statement

At Bullfrog Children's Centre, we are committed to providing a safe, secure and supportive environment where digital technologies, online platforms, and Artificial Intelligence (AI) are used ethically and purposefully to enhance children's learning, development, and administrative practices. We recognise the role of technology in early childhood education and ensure its use is developmentally appropriate, play-based, and aligned with the principles of the Early Years Learning Framework (EYLF).

Bullfrog Children's Centre is dedicated to protecting the rights, privacy, dignity, and wellbeing of all children in our care. In accordance with the Education and Care Services National Law and Regulations, including Regulation 168, and the National Quality Standard (NQS), we ensure that all digital and AI practices prioritise child safety, confidentiality, and responsible use of technology.

AI may be used **strictly for administrative purposes**, such as document editing, report formatting, and general office communication. **No child records, identifiable information, or sensitive data will be knowingly input into AI platforms.** AI is not to be used for decision-making, supervision, or program planning relating to children.

We promote a culture of safe, respectful, and responsible digital and AI engagement by educators, children, and families. All digital devices, AI tools, online communication, and the collection, storage, and sharing of images or information are managed through secure, service-approved systems and only with informed family consent. In line with current regulatory requirements, personal devices are not used by educators while working directly with children.

At Bullfrog Children's Centre, we support children to develop an early understanding of safe and respectful technology use, while ensuring all digital and AI experiences are meaningful, intentional, and enhance learning outcomes.

Through ongoing reflection, risk assessment, and continuous improvement, Bullfrog Children's Centre remains committed to maintaining best practice in digital safety, AI use, privacy, and professional conduct, ensuring compliance with current legislation and high-quality Early Childhood Education and Care standards in New South Wales.

Background Statement

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to Digital Technologies, Online Environments, and AI use. Bullfrog Children's Centre sees Digital Technologies, Online Environments, and AI as priorities in all practices. Promoting and providing appropriate responses to all situations is an essential component of a safe and nurturing learning environment.

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Legislative Requirements

Area	Legislation / Regulation	NQS	EYLF
Governance & Policies	Education and Care Services National Regulations: Reg 168, 170	QA7 – Governance	Principle: Governance & Leadership
Digital Technology Use	Reg 168(2)(ha) – Safe use of digital technologies	QA2 – Children's Health & Safety	Outcome 3 – Wellbeing
Child Protection	Children and Young Persons (Care and Protection) Act 1998 (NSW)	QA2 – Child Protection	Outcome 3 – Wellbeing
Privacy & Confidentiality	Privacy Act 1988 (Cth)	QA7, QA6	Principle: Secure Relationships
Images & Documentation	Reg 181 – Confidentiality of Records	QA1, QA6	Outcome 5 – Communication
Supervision & Safety	Reg 115, 122	QA2 – Supervision	Outcome 3 – Wellbeing
Device Restrictions	National Law (2026 updates)	QA2, QA7	Practice: Professional Practice
Educational Use	National Law – Programming	QA1 – Educational Practice	Outcome 4 & 5
AI Use (Administrative Only)	Reg 168, Privacy Act 1988 (Cth)	QA7 – Governance	Principle: Governance & Leadership

Induction and ongoing training

On induction all new Employees are required to familiarise themselves with all Policies and Procedures of Bullfrogs Children's Centre. Should information be updated or there are changes to this policy or the Legislative Requirements associated with this policy, Employees will either be informed or will undergo training at the next staff meeting.

Policy reviewed

This policy and procedures will be reviewed by Management, Employees, Families and Children annually. Management will review, then forward to Employees and Families to review via Kinderloop. Children will review as part of a talking mat process.

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Implementation

This service is committed to ensuring the safe, ethical, and educational use of digital technologies, AI, and online environments in accordance with the Education and Care Services National Law and Regulations, including Regulation 168(2)(ha).

Digital technologies and AI will be used to enhance children's learning and administrative efficiency, while ensuring safety, privacy, and wellbeing are protected at all times. Practices align with the National Quality Standard (NQS), particularly Quality Areas 2, 6, and 7, and support the principles of the Early Years Learning Framework (EYLF V2.0).

We will:

- Integrate age-appropriate digital technologies into the educational program to enhance learning outcomes.
- Use AI only for administrative editing tasks and ensure no child-identifiable information is input.
- Ensure all digital and AI content is suitable, respectful, and aligned with our service philosophy and curriculum.
- Maintain strict privacy and confidentiality when using digital platforms and AI tools.
- Implement cybersecurity measures to protect data and devices.
- Promote safe and respectful online behaviour for educators, children, and families.
- Monitor and review digital and AI practices regularly to ensure compliance with relevant legislation and standards.

The service integrates the following key areas into practice:

Information Technology and Social Media

- Only service-approved devices, IT systems, AI tools, and platforms will be used.
- AI is strictly limited to administrative editing tasks, not child documentation.
- Social media will not be used to share children's images or information without explicit written consent and Approved Provider authorisation.
- Educators, staff, and volunteers must not use personal social media to post or discuss any information relating to the service, children, or families.
- All online communication will be professional, respectful, and aligned with confidentiality and privacy requirements.

Online Safety for Children (Guide)

The service will actively promote online safety by:

- Ensuring all digital content is age-appropriate and educational.
- Supervising children at all times when accessing digital technologies.
- Teaching children basic concepts of online safety, including:
    - Asking permission before using devices
    - Not sharing personal information
    - Speaking to a trusted adult if something feels unsafe
- Using secure networks, filters, and approved applications to minimise risk.

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Technology Usage

- Digital technology will be used intentionally to support play-based learning and development.
- Screen time will be limited and purposeful, in line with recommended guidelines.
- Passive or entertainment-based screen use will be avoided.
- Educators will embed technology in ways that encourage creativity, problem-solving, and collaboration.

Photography, Taking Images & Videography Policy

- Written informed consent will be obtained from families before capturing any images or videos of children.
- Only service-issued devices will be used to take photos or videos.
- Images will:
  - Reflect respectful and appropriate representations of children
  - Not include identifying personal information
- Photos and videos will only be used for:
  - Educational documentation
  - Communication with families via secure platforms
- Storage of images will be secure, password-protected, and compliant with privacy laws.

Safe Use of Digital Technology

In line with 2026 National Law updates, the service will:

- Prohibit the use of personal digital devices by educators, staff, students, visitors and volunteers while working directly with children.
- Ensure all digital documentation and communication is conducted using service-approved devices.
- Maintain secure storage systems and regularly update cybersecurity measures.
- Immediately respond to and report:
  - Breaches of privacy
  - Inappropriate use of technology
  - Exposure to unsafe or harmful content
- Promote a culture of safe, respectful, and responsible technology use across the service community.

Families will:

Families play an important role in supporting the safe, respectful, and appropriate use of digital technologies within the service. In line with the Education and Care Services National Regulations, the National Quality Standard (NQS), and privacy and child protection laws, families are expected to:

- Follow the service's policies and procedures regarding the use of digital technologies and online environments (Regulation 168).
- Use personal devices (e.g. mobile phones, tablets) responsibly while on the premises and ensure their use does not compromise children's safety, supervision, or wellbeing.
- Refrain from taking photos or videos of any child other than their own, in order to protect the privacy and confidentiality of all children and families (Regulation 181).
- Not share images, videos, or information about other children, educators, or the service on social media or other platforms without explicit permission.
- Be mindful that device use must not interfere with supervision requirements or create risks to children's safety (Regulations 99 & 115).
- Respect the service's guidelines regarding digital communication and online conduct in line with Quality Area 6 – Collaborative Partnerships with Families.

- Raise any concerns regarding digital technology use, privacy, or online safety with the service in a respectful and appropriate manner.
- Support the service in promoting a safe and child-focused environment by modelling respectful and responsible technology use.

Families will be required to agree to this policy and procedures in writing on enrolment or implementation of any changes to this policy.

Procedure

To support safe and effective use of digital technologies and AI:

- Obtain written consent from families before capturing or sharing any images, videos, or information about children.
- Use secure, password-protected systems for storing and sharing digital data.
- Ensure children are supervised at all times when using digital devices.
- Provide guidance to children on safe, respectful, and responsible use of technology.
- Restrict access to inappropriate or unsafe online content through filters and supervision.
- Use service-approved apps, websites, platforms, and AI tools only.
- Do not input child-identifiable information into AI platforms.
- Report and respond promptly to any breaches of privacy, inappropriate content, or unsafe online behaviour.
- Limit screen time in accordance with recommended guidelines and ensure it is purposeful and educational.
- Regularly update software, AI tools, and security systems.
- Visitors, therapists, and volunteers are to use only service-approved devices, apps, websites, and platforms. Personal devices must be approved by the nominated supervisor and added to the device register.

Roles and Responsibilities

Roles	Responsibility

Approved Provider	• Ensure compliance with:
	  ○ Education and Care Services National Law and Regulations
	  ○ National Quality Framework (NQF)
	• Ensure policies and procedures are in place and followed (Regulations 168 & 170).
	• Provide:
	  ○ Secure service-issued devices
	  ○ Approved digital and AI platforms
	• Support ongoing training in:
	  ○ Online safety
	  ○ Child protection
	  ○ Privacy and data security
	• Ensure monitoring, review, and continuous improvement of practices.

Nominated Supervisor	• Implement and monitor this policy within the service.
	• Ensure all educators:
	  ○ Understand and comply with device restrictions and digital safety requirements
	• Maintain:
	  ○ Consent records
	  ○ Device registers
	• Monitor use of digital technologies and AI in the program.

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	• Respond to and report:
	  ○ Breaches of policy
	  ○ Safety concerns or incidents

Educators	• Comply with the prohibition of personal device use when working with children.
	• Use only service-approved devices for documentation and communication.
	• Only AI tools for administrative purposes.
	• Ensure children are supervised when using digital technologies.
	• Embed digital technologies in ways that:
	  ○ Support learning
	  ○ Promote creativity and inquiry
	  ○ Protect children's privacy and confidentiality at all times.
	  ○ Model safe, respectful digital behaviour.
	• Report any concerns, breaches, or incidents immediately.

Families	• Provide informed written consent regarding:
	  ○ Images and digital documentation
	  ○ Agreement to this policy, implementation, procedures and responsibilities.
	• Respect the privacy of all children when accessing or sharing digital content.
	• Use service communication platforms appropriately.
	• Raise any concerns about digital technology use with the service.
	• Only take photos of their own children while at services events.
	• Show respect and mindfulness when share photos of own child.

Children	• Use digital technologies safely and responsibly.
	• Develop early understanding of:
	  ○ Digital safety
	  ○ Respectful online behaviour
	• Follow educator guidance when using devices.
	• Engage with digital tools as part of play-based learning experiences.