

MOBILE DEVICE USAGE POLICY (Child)

Activity Centres Incorporated (ACI) has an obligation to provide a safe environment in which children are able to engage in a range of play activities and join in a variety of cultural, artistic and leisure experiences. Such experiences allow children to interact with friends, practice social skills and solve problems.

The use of mobile devices (any device capable of storing/sending images, such as mobile phones, smart watches etc.) in primary schools has recently been a subject of much debate and educational review. There is a growing conversation raised by teachers, parents, educators and the media about the effect of non-educational uses of mobile digital devices on student learning and social interaction including cyberbullying, exposure to harmful material and mental and physical health.

We acknowledge the shared responsibility of supporting school policy and respect the collaborative partnerships we have formed with our feeder primary schools and families.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
155	Interactions with children

Related Child Safety Standards	
1	Child Safety is embedded in organisational leadership, governance and culture.
2	Children Participate in decisions affecting them and are taken seriously
3	Families and Communities are informed and involved
5	People working with children are suitable and supported
6	Processes to respond to complaints of child abuse are child focused
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environments minimise the opportunity for abuse to occur
10	Policies and Procedures document how the organisation is Child Safe

RELATED POLICIES

Anti-Bullying Policy – Children Behaviour Guidance Policy Child Protection Policy Child Safe Environment Policy Inclusion Policy	Orientation Policy Privacy Policy Staff Training and Development Policy Supervision Policy Safe Use of Digital Technologies and Online Environments Policy
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PURPOSE

To ensure compliance with the National Quality Standard, National Regulations and [National Principles for Child Safe Organisations](#), we aim to provide an environment that is safe for children at all times. The outcomes of the Approved Learning Frameworks are reflected in our policy to ensure the OOSH environment is supporting children’s emotional wellbeing, physical safety and cyber safety.

SCOPE

This policy applies to children, families, staff, educators, Approved Provider, Nominated Supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

We understand and accept that parents often provide a mobile device for their child/ren to provide personal security and safety whilst they travel to and from school. Additionally, some schools have a Bring Your Own Device (BYOD) policy to provide opportunities for students to engage in the curriculum and therefore students *may* have a mobile device with them when they attend OOSH.

However, within our Service, personal mobile devices are **not** permitted to be utilised, unless specifically programmed and written permission has been obtained from families as outlined in Safe use of digital technologies and online environments policy.

Some children with a disability or health condition, may rely on the use of a mobile device for support needs will be exempt from this restriction. Exemptions must be made to Management or the Approved Provider and clearly documented in the child's enrolment record.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/EDUCATORS WILL ENSURE:

- children, families and carers attending OOSH adhere to the policy
- any external communication, between child and authorised contact/nominee is monitored by staff and made using the OOSH service-issued phone.
- parents/carers can access the OOSH phone number to make contact with children and staff if required.
- children do not use their mobile device whilst attending OOSH, including attending excursions and/or incursions
- the OOSH takes no responsibility for mobile devices that are brought to the Service (this includes if mobile device is lost or is damaged).
- all mobile devices must be clearly labelled with the child's name
- Educators will discuss, promote and provide strategies for the safe usage of Mobile devices, how to stay safe online and what to do if they encounter something they don't like.
- consultation will be made with management and parents of a child who requires access to a mobile phone/digital device due to their disability or medical condition.

STORAGE OF MOBILE DEVICES

If a child must bring a mobile device to OOSH for any reason, it must be handed into educators on arrival. Children are not permitted to keep it in their bag or on their person.

It will be powered down and stored in a secure location at the Service. Staff will record its arrival in the device register and sign it out again when the children depart.

PARENTS AND CHILDREN WILL ENSURE:

- Any mobile device is handed into staff at arrival to the service.
- Any Mobile devices, such as smartwatches, are switched off while attending the service
- If a parent needs to speak/contact child, they will do so through the service phone number and communication methods.

CONSEQUENCES

In the event of a child using their mobile device without permission, the child will be directed to hand the device to staff for the remainder of the session and returned to the parent/carer at the end of the day.

Should the child be accessing inappropriate content or using the camera on the device without permission, written notification will be provided to parents advising them of the incident. The letter may also outline future restrictions to be imposed on the student's eligibility to have their mobile phone/device at the Out of School Hours Service at any time. Any intentional misuse of a mobile phone/device for the purpose of online bullying or image-based abuse will be investigated and reported to relevant child protection authorities such as the Office of the [eSafety Commissioner](#).

EDUCATIONAL JURISDICTIONS POLICY INFORMATION

NSW: [Mobile devices in schools](#)

SOURCES

Australian Children's Education and Care Quality Authority (ACECQA). NQF Online Safety. (2025)
 Australian Government Department of Education (2022). [My Time, Our Place- Framework for School Age Care in Australia. V2.0](#)
 Australian Government eSafety Commissioner
 Australian Human Rights Commission (2020). *Child Safe Organisations*. <https://childsafes.humanrights.gov.au/>
 Centre of Education Statistics and Evaluation (2018) *Impact of mobile digital devices in schools*
 Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (Amended 2023).
[eSafety Commissioner](#)
 NSW Department of Education [Review into the non-education use of mobile devices in NSW](#). (2024).
 Victorian Department of Education. (2019).

REVIEW

POLICY REVIEWED BY	Jessie McCulloch, Rachael Bajo & Natasha Foenander	Role: Head Office team	Date: 1/12/2025
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)		UPDATES/MODIFICATIONS	-New policy via Childcare Desktop
NEXT REVIEW DATE: December 2026			