



Technology usage Risk Assessment

Lapstone Activity Centre

Identified Hazard – The use technology at LAC (ipads/ computers/ phones)

Risk Rating Key

!! Very High

! High Risk

Medium Risk

*** Low Risk**

Risk	Control Measure
<p>! Inappropriate sites</p>	<ul style="list-style-type: none"> • Technology time is limited, and children must seek permission before their use • Only educators will have passcodes to download games and apps and will ensure the “G” or approved “PG’ rating of games before downloading. • If children are surfing the web or going on YouTube, permission for sites must be sort- sites will be locked and access will only be granted once deemed appropriate • Technology is to be used in a common room (main floor of LAC) to ensure that they can be closely monitored by educators at all times • All Technology will be password protected with access for educators only to enter or access • Children will not be left unsupervised when accessing the internet • Where possible all devises will be set up with safety – this will include having child-safe browsers meant for kids, control settings and safe search settings. • Time on screens will be limited as per daily recommendations • Personal digital devises will also be monitored during vacation care times and educators reserve the right to ask for inappropriate rated games/ videos to not be played while in attendance at the centre • Children will not be permitted to take photos or videos of other children on personal devices at anytime • No chat sites or interactive games will be allowed to be downloaded on any devices eliminating the risk of children being able to text/chat/connect to others • Strict rules put in place for personal tech use at LAC during Vacation care (rules uploaded on ACI website)
<p># Damages to personal technology or LAC technology</p>	<ul style="list-style-type: none"> • Educators are able to confiscate children’s personal devices if inappropriate use is occurring • If children are not respecting the rules for tech use, they will miss out • Children mist be sitting whilst using their personal tech • Personal tech will be stored safely when not in use • Personal tech is encouraged to be brought in with a hard cover case for additional protection

Completed by:	Approved By:
Signature: _____ Date: _____	Signature: _____ Date: _____