

# 25.1 Technology and Devices Policy and Procedure

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## 1. Purpose

This policy sets out how Respite with Linda (RWL) ensures the safe and responsible use of technology and personal devices by children, young people, staff, and visitors.

## 2. Scope

This policy applies to:

- All children and young people attending RWL programs
- All RWL staff, contractors, and volunteers
- Visitors and families where device use may impact children in care

## 3. Policy Statement

RWL is committed to:

- Protecting children and young people from harm, exploitation, or exposure to unsafe material online.
- Promoting positive and balanced use of technology.
- Respecting the rights of children and families while ensuring a safe environment for all.

## 4. Principles

- Device use must never compromise the safety, dignity, or wellbeing of children.

## ***Division 4: Provision of Supports***

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- Online and digital interactions must be safe, respectful, and appropriate.
- RWL will provide clear rules, guidance, and agreements for participants, staff, and families.
- Concerns about unsafe or inappropriate device use will be acted on immediately.

#### ***5. Implementation***

- Provide and require families to sign Internet & Device Agreements (Parent/Guardian Agreement v2 and Child-Friendly Participant Agreement).
- Ensure staff follow the Staff Quick Reference Guide for monitoring device use.
- Restrict device use where it causes conflict, distress, or unsafe behaviours.
- Educate children in safe, respectful use of devices and the internet.
- Monitor compliance and address breaches promptly.

#### ***6. Roles & Responsibilities***

- Managing Director: ensures this policy and supporting agreements are kept current.
- Staff: follow the policy and agreements; supervise device use appropriately.
- Parents/Guardians: support safe device use by signing agreements and discussing expectations with their child.
- Children & Young People: follow the agreements and use devices safely and respectfully.

#### ***7. Breaches***

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- Restricted or removed device access.
- Review of participant supports.
- Staff disciplinary action in line with the Code of Conduct.

#### ***8. Related Documents***

- Internet & Device Agreements (Parent/Guardian v2 and Child-Friendly Participant Agreement)
- Internet & Device Quick Reference Sheet (Staff)
- Child Safe Policy
- Code of Conduct

#### ***9. Continuous Improvement***

This policy will be reviewed annually or earlier if legislation, Child Safe Standards, or best practice guidance changes. Feedback from children, families, and staff will inform future updates.