

OSCAR House - ELECTRONIC DEVICE (ED) Agreement to be signed by your child **on-site.**

- I understand it is a privilege, not a right, to use my ED at OSCAR House.
- I will only use my ED at OSCAR House with permission from the Staff.
- I understand Staff may check my ED at any time.
- I understand I must still be involved in activities at OSCAR House.
- I will not text, send messages or make phone calls without staff permission.
- I will respect other people's ED property and I will not use anybody else's device without their permission.
- Snapchat may be used off-line but not up-loaded.
- I will not upload photos or videos taken of other OSCAR children or staff onto any social media.
- I will not, at any time, use social media – eg Facebook, Instagram etc; send a message / photos etc or give out my personal information.
- I will not use my ED to be unkind, inappropriate, rude, offensive, or to bully, or in any way harm anyone else, even if it is intended as a 'joke'. I will not do anything I would not show to a parent or a staff member as this indicates I know it is not appropriate.
- I will not search for, view or play inappropriate photos, movies, music, videos and games or show these to another person at OSCAR House, including anything that is rude or violent or uses unacceptable language eg swearing.
- If I am exposed to something mean, rude or inappropriate, I will:
 - Not show anybody else
 - quietly inform a Staff Member straight away
 - close the tab, exit the app or turn off my device

Child's name	Child's signature I have read OSCAR House's Electronic Device Policy. I agree to follow the above conditions of use for my Electronic Device(s) while I am at OSCAR House. I understand if I don't follow these conditions; my device will be taken off me by a staff member and my Parent/Caregivers will be informed. must have permission from my Parent/Caregivers to bring my Electronic Device to OSCAR House.	Parent/Caregiver Signature I have read OSCAR House's Electronic Device Policy and agree to support OSCAR House's initiatives to keep everybody at OSCAR House in a safe environment. I agree my child/ren will follow the above Electronic Device agreement
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POLICY DOCUMENT BELOW:

Electronic Devices & Digital Media Safety and Usage

This policy outlines what is reasonable and appropriate use of phones, computers, digital media and devices at OSCAR House. The aim is to protect and safeguard children, staff and others from the misuse of digital technology - both intentional and unintentional.

This policy applies to anyone using phones, IT or digital devices that belong to OSCAR House, as well the use of any other phone, IT or digital device at OSCAR House by any person, either during programme hours or for any work-related purpose outside of programme hours. The information contained on devices belonging to OSCAR House are the property of the employer.

When using phones, IT or digital devices, inappropriate conduct may include actions that

- harm the programme or its reputation
- break the law or open the programme to potential legal action
- harass, bully or offend anyone
- disclose confidential information
- risk the security, safety or operation of our phones, IT or digital devices
- incur any charges not approved by programme management

Where there is a problem or concern, programme management will investigate and may request an incident report. This may reasonably require access to personal digital devices. If inappropriate conduct has occurred, this may result in suspension of usage of digital media and IT at the programme for those involved. More serious incidents may be handled under “serious misconduct” provisions in the Staff Code of Conduct.

Staff responsibilities

Staff members are expected to keep all work-related information secure e.g. personal information, files and emails; and also keep any work devices safe and secure when they are outside the workplace.

Staff are not allowed to view or download material, or visit websites that could be thought offensive, inappropriate or illegal.

Staff are made aware that any participation in social media and other on-line communications, in relation to any work-related topic, even outside of the workplace and work hours, may have an impact on OSCAR House and that they may be held liable for any damage or loss caused by this.

IT, devices and media belonging to OSCAR House

Staff have permission to use our phones, IT and devices for work-related purposes. Accessing social media, Youtube and retail/trading sites for personal use is not permitted during work hours. Staff may only use software and hardware that has been approved by the programme manager. Staff are expected to keep all user names, access codes and passwords secret.

The email accounts for OSCAR House are only to be used for work-related purposes. Staff must get management permission before sending unsolicited electronic messages e.g. marketing or promotional material.

Social media accounts for OSCAR House are only to be used for work-related purposes such as marketing for the programme. Photos and videos can only be posted with appropriate permissions, as outlined below. Any games or media in use at the programme will be age-appropriate. General use media will only be ‘G’ rated. Parents are notified of any ‘PG’ rated media at the programme and that this is only used by our older group.

Personal Cell Phones

The use of personal cell phones is not permitted while working in the programme, unless prior permission is obtained. Personal cell phones are to be kept locked away in the staff area.

A staff member with a good reason to need their phone available is expected to consult with the Supervisor and may then keep a phone on their person.

Children are not allowed to have access to staff phones.

Photos and videos

Staff, children and any other people in the programme are not allowed to take photos or videos of the children in our care on their personal devices, except where this is a parent or family member of the child and this person is not expressly prohibited from doing so.

OSCAR House asks all parents on enrolment for permission to take photos of children and use them in programme marketing and communications. Similar permission is sought from programme staff.

Staff are not allowed to post, publish or distribute photos or videos taken in the workplace, of staff or children, without the images first being approved by the programme management.

Internet Access

OSCAR House will not provide internet access to children. Designated staff have access for work related matters only.

Children's use of phones, IT and digital media at OSCAR House Holiday Programme Senior

Children are permitted to bring personal devices, phones or tablets, to the senior holiday programme.

Children may use these devices as instructed by the Supervisor. For the remainder of the programme these must be stored in their bags or at the programme.

The programme does not accept responsibility for devices brought to the programme.

The same guidelines regarding appropriate use outlined in the rest of this policy, apply for children's use of phones, IT and digital media. For any child enrolled at the programme, use of any digital device, either belonging to the programme or the child, is entirely at the discretion of the programme management. Any suspected or actual misuse may result in the child not being allowed to use of devices at the programme.

Staff will monitor children's use of digital devices and act promptly if there is inappropriate usage. Children are expected to only use devices in designated areas and are expected to allow staff to view any content on their device when requested. This may be followed up with a brief report to parents. Staff will explain to the child why these steps were taken, in order to promote safety on-line.

Use of personal phones and devices by children while on excursions is not permitted.

After School Care (personal digital devices) Years 6, 7 & 8 only

In general OSCAR House prefer to limit children's use of digital devices in after school time, except when required to assist with homework.

When not in use for homework, we expect all personal devices to be stored in school bags or at the programme. The programme does not accept responsibility for devices brought to the programme. We are happy to provide secure storage on our premises.

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Occasionally there may be advised special days for <Year 6 children where personal digital devices will be permitted.