



*Trinity Bellwoods Community
Children's Group/C.A.R.E.*

155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

TECHNOLOGY & MEDIA USE POLICY

Monday, May 26, 2025



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Technology & Media Use Policy

Trinity Bellwoods Community Children's Group/CARE recognizes the positive role technology can play in education and development. From time to time, internet access may be provided to school-age children (ages 6–12) and staff to support learning, develop digital literacy, and encourage lifelong learning. However, to ensure the safety and well-being of children and staff, the following guidelines are established for the use of electronic devices and media within the center.

1. Mobile Phones & Cameras

Staff Responsibilities:

- **Personal Devices:** Staff must not use personal mobile phones or electronic devices during working hours when supervising children.
- **Emergency Contact:** If family members need to contact staff during working hours, they should use the centre's phone number or designated staff cell phones.
- **Photography & Videography:** Personal devices must not be used to photograph or videotape children. If permission is granted to use personal devices for such purposes, all data must be immediately transferred to the centre's computer and deleted from the personal device.
- **Field Trips:** Personal mobile phones can be carried for emergency purposes only and must not be used for personal calls or photography.
- **Social Media:** Information about children, parents, staff, and the centre, including photographs and videos, must not be posted on any personal social media accounts.

Professional Boundaries:

- Staff must not accept children or parents as "friends" or "followers" on personal social media platforms unless a pre-existing personal relationship exists.
- Do not initiate or accept friend requests from children or parents.

- Remember that individuals classified as “friends” have the ability to download and share your information with others.

Camera Use:

- Only the centre’s camera, tablets or mobile phones may be used to take pictures or footage within the daycare or on trips.
- Images taken should not put the child/children in compromising positions that could cause embarrassment or distress.
- All images must be saved on the center’s camera or cell phone.
- Pictures should be recorded in children’s observation journals as soon as possible and kept secure.
- Cameras/Cell Phone use is not permitted in bathrooms or changing areas.

Non-Compliance:

Failure to comply with these guidelines may result in disciplinary action and potential legal consequences.

2. Internet & Email Use

Acceptable Use:

- Internet and email resources are provided for business purposes related to the centre’s activities.
- Use of these resources must comply with all applicable laws and regulations.
- Users must respect privacy and confidentiality, and adhere to acceptable standards of etiquette.

Unacceptable Use:

- Using the internet/email for personal commercial use, advertisements, solicitations, or promotions.
- Sending messages expressing controversial, potentially offensive, or defamatory comments.

- Visiting internet sites that contain obscene, hateful, pornographic, or otherwise illegal material.
- Downloading or using material, software, or other intellectual property of others in violation of software licenses, copyright, and trademark laws.
- Disclosing any passwords or security means and methods adopted by the center.
- Engaging in any illegal activity.

Privacy Considerations:

- Any information collected by staff in the course of their work remains the property of the centre and may not be used for personal reasons.
- Users must not send email messages containing unusually sensitive information over the internet.
- The centre owns any and all communication sent via emails or stored on its system and/or equipment.
- Staff members should not consider their electronic communication, storage, or access to be private if it is created or on the centre's system and/or equipment.

Supervision & Monitoring:

- Authorized employees of the centre have the right to monitor the use of information technology resources and to examine, use, and disclose any data found.
- They may use this information in disciplinary actions and release it to the police if it is criminal in nature.

Non-Compliance:

- Violations of this policy may result in suspension of internet and email privileges and may lead to disciplinary action, up to and including termination.
- Illegal acts involving the center's internet and email resources may also subject violators to prosecution by local, provincial, and/or federal authorities.

3. Media Literacy & Technology Use with Children

Usage Limits:

- Electronic media usage (TV, tablets, computers, etc.) will not exceed 90 minutes per month. This includes movies and games.
- A media usage schedule will be posted/ sent to families that includes:
 - Type of media (TV, app, game)
 - Name, rating, and duration of any video or movie
 - Date and time of planned viewing
- Families will be notified at least 2 days in advance of any scheduled TV/movie viewing.
- Alternative, engaging activities will always be available for children who do not participate in media-based experiences.

Content Selection & Approval:

- Only content rated “G” or “Family” is permitted for viewing without written parental consent.
- “PG” or “E10+” content requires individual written parental consent.
- All games, apps, and videos are reviewed by educators before use to ensure they are:
 - Developmentally appropriate
 - Culturally inclusive
 - Aligned with learning outcomes
 - Promoting social-emotional skills

Supervision & Engagement:

- Educators are present and engaged during all media use, facilitating discussion, asking open-ended questions, and encouraging and expanding critical thinking.
- A sign-up sheet and timer system are used to ensure equitable access and limit screen time.
- Children are encouraged to reflect on and apply media-learned skills to real-world experiences.

Internet & Personal Device Usage:

- Internet use is monitored and restricted to educator-approved websites only.

- Any media brought from home must be pre-approved, rated “E”, and logged by educators when applicable.

Educational Integration & Project Work:

- Multimedia is purposefully integrated into activities to extend spontaneous learning.
- Educators work with children to co-create projects using technology.
- Projects are displayed or shared with families, digitally or physically.

Family Communication & Resources:

- Information on safe media usage is shared with families via email, on our website or in person.
- Families are encouraged to share feedback and collaborate on children’s media experiences at home.

Monitoring & Evaluation:

- Educators reflect weekly on children’s engagement and learning outcomes from media experiences.
- Supervisors conduct quarterly reviews of documentation and media logs.
- Feedback from families and children informs continuous improvement of media practices.

4. Responsible Internet Use for Children

These rules are required to keep everyone safe:

- Ask permission before using the internet and discuss what websites to use.
- Use only websites chosen with an adult or a child-friendly search engine.
- Only email people you know.

- Any messages sent will be polite.
- Ask permission to open an email from someone you do not know.
- Do not bring in software or use files without permission.
- Do not use your real name when using games and websites on the internet.
- Never give out personal information about yourself, friends, or family online, including home address, phone or mobile number.
- Never arrange to meet someone on the internet without talking to an adult first; always take an adult and meet in a public area.
- Never tell someone online where you go to school or post pictures of yourself.
- Only use a webcam with people you know.
- Tell an adult immediately if you see anything you are unhappy with.
- Games used or brought to daycare must be rated **"E" for Everyone**.
- TV/movies watched must be rated **"G" or "Family"** only.

5. Staff Privacy & Electronic Communication Guidelines

- Staff are reminded that all information gathered or stored digitally for work purposes (e.g., parent contact information) is the property of Trinity Bellwoods Community Children's Group/CARE.
- Staff must not send emails containing highly sensitive information without encryption or permission.
- Staff may be issued user profiles for laptops/iPads—credentials must be confidential and not shared.
- Email and internet access are for professional use only.
- Staff may not conduct personal business or external communication using CARE devices or accounts.
- Trinity Bellwoods retains the right to access and monitor all electronic communication on its devices or networks at any time.

- Communications must be respectful and professional—profanity, discriminatory, sexually explicit, threatening, or harassing content is strictly prohibited and will be subject to disciplinary measures.
- Use of inappropriate email (e.g., chain letters, non-business forwarding) may lead to consequences under the Harassment Policy.

6. Supervision & Monitoring of Digital Resources

- Internet use is monitored to protect staff and children from misuse and security breaches.
- Web traffic volume and visited sites may be tracked.
- Trinity Bellwoods will not monitor specific content unless improper use is suspected.
- If misconduct is confirmed, Trinity Bellwoods may access and report communications or files to relevant authorities.

7. Sanctions for Non-Compliance

- Violations of this policy may result in:
 - Suspension of access to digital tools or the internet
 - Review of costs and charges incurred
 - Disciplinary action up to and including termination
 - Legal action, if necessary, including cooperation with law enforcement
- Trinity Bellwoods reserves the right to seek damages for misuse.

8. Internet Safety Resources for Families

Families are encouraged to educate themselves and their children about internet safety. Suggested resources:

Resource	Link	Purpose
Common Sense Media	commonsensemedia.org	Ratings and media safety guides
ConnectSafely	connectsafely.org	Tips for safe tech use
MediaSmarts (Canada)	mediasmarts.ca	Canadian digital/media literacy
Netsmartz	netsmartz.org/Parents	Online safety for kids
IKeepSafe	ikeepSAFE.org	Internet safety rules & family tools
Telus Wise	TelusWise	Online workshops and guides for parents
Cybertip.ca	cybertip.ca	Canada's tip line for online child exploitation

Internet Safety Recommendations for Parents (2025 Update)

To help children use technology safely and responsibly at home, parents are encouraged to:

- **Install reputable parental control software** to filter inappropriate content, monitor screen time, and manage app usage. (e.g., Qustodio, Bark, Norton Family, Net Nanny)
- **Place computers, tablets, and smart devices in shared family spaces** where screen use can be supervised.
- **Set strong passwords** for internet access, apps, and devices—and keep them private from children unless appropriate.
- **Create screen time schedules and media rules** that balance online activities with offline learning, physical activity, and family time.
- **Regularly discuss online safety**, including the risks of sharing personal information, privacy settings, and how to identify scams or unsafe behavior.
- **Supervise or restrict access to chat rooms, webcams, and video-sharing platforms**, especially for younger children.
- **Co-browse and explore websites or apps together** to understand what your child is using and foster open conversation.
- **Remind children not to share personal details** (e.g., home address, school, phone number) or location services online.
- **Encourage your child to speak up** if they encounter anything upsetting, inappropriate, or confusing online.
- **Document any online incidents** (e.g., screenshots of inappropriate contact or cyberbullying) and report them to the platform, school, or law enforcement as needed.