



Managing general media use in OSHC

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Make media use public

This goal supports children's collaborative and social use of media. It is difficult for media use to be isolating if it is a public, social and collaborative activity in the program.

- Post rules about media use in prominent positions around the service to acknowledge media use as a social practice open to collective scrutiny.
- Encourage a public media culture by developing media appreciation materials.
- Keep media materials in public view.
- Establish a 'welcoming feedback' practice for children and their families to comment on media activities and provisions.

Emphasise the social use of media

Make media use social:

- Encourage group use of media allowing children to collaborate and cooperate.
- Limit media resources to assist in the collaboration and sharing of resources.
- Provide resources for rosters, timers, and supervision of turn-taking to encourage collaboration
- Position computers so that screens can be seen by others
- Invite children's suggestions for activities and content providing they fit the classification guidelines and 'taste culture' of your service.

Encourage media production

OSHC can offer children the time and space to create their own media productions on subjects they choose, at a leisurely pace. They can make things with or for media.

- Support video production by use of video cameras, mobile phones or digital cameras.
- Edit images by computer.
- Use computers to facilitate media making.
- Incorporate children's drawings and writings into publications, bulletin boards, websites and displays.
- Increase staff media knowledge and skills.

Link media use to other activities

Integrate media use into all aspects of the OSHC program.

The following checklist has been developed to assist in meeting and managing general media use.

CHECKLIST for managing general media use in OSHC

Policy and procedures

- Does the OSHC service have a clearly articulated policy identifying the correct rating systems?
- Does the OSHC service have procedures to follow on media use and media play?
- Can OSHC staff explain why they are using particular media in a particular way?
- Can staff explain the value of media use to children and parents?
- How does staff evaluate the media used in their program and how it is used?
- What procedures are guiding media management and regulation of use?
- How are children and their families involved in the development and revision of media use policy and procedures in OSHC?
- How is behaviour around media monitored and managed?

Programming

- How is the service incorporating media activities and media use with other activities?
- Are the media resources and programs integrated with other learning and building connections between OSHC, home and school?
- Is there a variety of media being used in a variety of ways?
- How are children in OSHC actively encouraged to use media in creative and productive ways that extend skill development?
- If media activities are not being selected by children, how can you shape them to become more appealing?
- What role does media production have in the program?
- Do staff assist children with media activities?
- How are children encouraged to plan their recreation and leisure time so that they participate in a balanced range of activities at OSHC?
- How is media use planned so that it supports children's development across a range of areas?
- How does the service encourage feedback from children and families about media activities and resources?
- Have the children been involved in establishing the rules for media use?

Resources

- How does the service provide adequate access to media for all children?
- Are the media resources and programs adequate for the demand?
- How does the service budget for media upgrades and maintenance?
- Who chooses the movies that are shown in OSHC?
- What are the criteria for media selection and inclusion? Is the content previewed by staff?
- Are rosters and time limits established to ensure that all children have access to media tools?

Environment

- How do you make your media activities public and social?
- Are the spaces where media is used appropriate for their use?
- Does the space comfortably accommodate groups of children?
- Do media play spaces encourage collaboration and joint use?
- Are the rules about media use clearly written and posted in a highly visible area?

When selecting videos, DVD's and computer games OSHC staff should refer to the Commonwealth Film Censorship Board's Classification system as a guide (www.classification.gov.au/). OSHC services on DECS sites should refer to the video viewing guidelines outlined in the DECS Administrative Instructions and Guidelines, Section 3 paragraph 94, Section 1, Paragraph 141 and Department of Education and Children's Services www.decd.sa.gov.au/department/policies/departmental-policies

The research that informs this resource is based on a three-year study funded in part by the South Australian Department of Education and Children's Services and Flinders University. The research was conducted by Dr Karen Orr Vered, Ph.D. A full copy of the research paper 'Children and Media in Out of School Hours Care' is available at www.decs.sa.gov.au/oshc/

Useful References

The following references may be useful when developing policy & procedures for selecting and reviewing television, video and DVD programs.

Australian Children's Television Foundation (ACTF)

<http://www.actf.com.au>

ACTF programs are generally highly recommended for use in OSHC. Many are made for use in schools and have supplementary materials that accompany the programs.

Australian Teachers of Media (ATOM)

<http://www.metromagazine.com.au/atom/about.html>

ATOM may be able to assist you in developing recreational media activities. Many states have media education associations with local contacts and these are listed on ATOM's website.

Office of Film & Literature Classification (OFLC)

<http://www.classification.gov.au/>

Download the Film and Computer Game Guidelines from the OFLC website and have them on display publicly. The OFLC also maintain an online database of their classification decisions.

Department of Education and Children's Services Administrative Instructions and Guidelines (AIGs)

<https://www.decd.sa.gov.au/doc/administrative-instructions-and-guidelines-aigs>

DECS Technology & Knowledge Management Services

The DECS ICT Security Policy requires that acceptable use policies are in place for all users of DECS ICT facilities, including staff and students. Such policies "must be in the form of a written agreement, signed by staff, students and/or their parents/guardians (as appropriate), outlining the terms and conditions of use of DECS ICT facilities, and of online behaviour and access privileges, and consequences of non-compliance."

Due to the differing needs of individual sites, DECS has not mandated a common acceptable use policy. However, as such a policy is required for all schools, preschools and children's services sites this standard assists in the preparation of site-specific acceptable use policies. It describes what should be included, how it should be distributed and the rationale for having such a policy in place. This standard must be read in conjunction with the DECS Policy – ICT Security. The acceptable use agreement for DECS corporate staff can be obtained from the DECS website.

http://www.decs.sa.gov.au/docs/files/communities/docman/1/Corporate_Acceptable_Use_a.pdf

This may be appropriate for staff in schools, preschools and children's services sites.

DECS Policy – ICT Security

http://www.decs.sa.gov.au/docs/files/communities/docman/1/DECS_Policy__ICT_Security.pdf

DECS Policy – Internet Access and Use

http://www.decs.sa.gov.au/docs/files/communities/docman/1/DECS_Policy__Internet_Acceptable_Use.pdf

DECS Policy – Email Access and Use

http://www.decs.sa.gov.au/docs/files/communities/docman/1/DECS_Policy__Electronic_Mail.pdf

Office of the Privacy Commissioner: Guidelines on Workplace E-mail, Web Browsing and Privacy

<http://www.privacy.gov.au/internet/email/index.html#Policy>

Cyber bullying, e-crime and the protection of children

[www.decs.sa.gov.au go to parents and Community>Health and wellbeing>Bullying and Harassment](http://www.decs.sa.gov.au/go_to_parents_and_Community>Health_and_wellbeing>Bullying_and_Harassment)

NetAlert

www.netalert.net.au