



Agnes Goode Kindergarten

7 Cornish Street, STEPNEY, SA 5069

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Email | [dl.4601.leaders@schools.sa.edu.au](mailto:dl.4601.leaders@schools.sa.edu.au)

Web | <https://www.preschools.sa.gov.au/agnes-goode-kindergarten-inc>

## SOCIAL MEDIA POLICY & GUIDELINES

These guidelines are provided to ensure all Social Media use at Agnes Goode Kindergarten follows and is in line with the Department for Education's (DfE) Social Media Guidelines.

The Agnes Goode Kindergarten Facebook page has been established in order to:

- Engage with staff and parent interest in on-line communication
- Share information, events and conversations about Kindergarten
- Model safe and responsible use of social media within the Child Protection Curriculum, Protective Practices and Cyber-Safety Guidelines.
- Increase public awareness of our kindergarten

The Agnes Goode Kindergarten Class Dojo account has been established to:

- Engage with staff and parent interest in on-line communication
- Share information, events and conversations about Kindergarten
- Build social learning and a sense of community with on-line interaction
- Communicate children's learning with families
- Model safe and responsible use of social media within the Child Protection Curriculum, Protective Practices and Cyber-Safety Guidelines.

Agnes Goode Kindergarten has a Class Dojo account with access limited only to parents/caregivers and educators. These users will only be able to see the information for their kindergarten year not children in prior or former years. The Staff Administrator/s at their discretion may approve members of the group. Parents/guardians of children currently enrolled at Agnes Goode Kindergarten in any given calendar year will be the only members permitted to join in addition to the Agnes Goode Kindergarten educators.

Any member of our Class Dojo account must agree to abide by the following guidelines.

Only educators can make posts in this group. All users can comment and send messages with Agnes Goode Kindergarten.

Be kind - Any comments made must not cause hurt or embarrassment to others, harm the reputation of the kindergarten, staff, families or children.

Any member posting anything deemed inappropriate will be removed from the group and further procedures will be followed as per DfE Guidelines.

Be aware of the risks. Once you post, it is potentially there forever, even though our privacy settings are such that access is limited. Remember, the privacy policy of a social media site/app may change without your knowledge. Members must appreciate that no matter what protections they place around access to their personal sites, what they post on social media is still at risk of reaching an unintended audience.



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Grievances and complaints must not be communicated via social media pages or apps. These must be communicated directly to staff/DfE in person, via phone or email.

As a parent you have the right to consent and post your child's photos online. Do not post photos of groups of children or children to whom you are not their parent/guardian.

It is your choice if you would like to post comments or photos, it is not a requirement.

Photographs and member comments that are posted on Class Dojo are not to be screenshot, saved by others, shared or re-posted to any other page. Facebook photos are not to be tagged, if any photos are attempted to be tagged the tag will be removed. Agnes Goode Kindergarten will not post identifiable photos of children (photos showing the child's face) on any public social media (the public Facebook page or public website) without specific parent consent gained prior to posting and separate from our general photo consent form.

**The following guidelines for posting images comes from the DfE Social Media Policy and must be adhered to:**

*When posting images of students or using their work the following guidelines apply:*

- *A consent form must be signed by the parent or guardian prior to staff taking images of any child/ student who is under the age of 18 years.*
- *Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (eg, six students have a signed consent form on record but one has not) the image cannot be used unless consent is obtained for all students.*
- *Images of students/children on a website must not include any names identifying any of the students/children in the image and care must be taken not to reveal personal information about the subjects.*
- *Only text identifying the school can be used and/or a description of the activity (eg, students from Somewhere High School performing at the Come Out festival).*
- *Only photographs with students in standard school uniform or day clothing are used. Photos of single students and of children and students in swimming attire should be avoided.*
- *Parents should be aware of the privacy and security concerns of identifying their children online, within the 'acceptable use' conditions. If they still choose to identify their children, then it is their right. In the case where parents disagree do not identify the student/child.*



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# Agnes Goode Kindergarten

## Approvals

Status: Approved

Version: 0.1

Approved by: Milissa Marjanovic and Tahlia Gibney | Directors, Agnes Goode Kindergarten

Approval date: 1 February 2022

Next review date: 1 February 2025 (must be 3 years from the approved date)

## Revision record

(List the revision record in order of most recent updates at the top)

Version: 1.0

Approved by: Name | Director, Site Name

Approved date: Click or tap to enter a date.

Next review date: Click or tap to enter a date.

Amendment(s): document creation.