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Government of South Australia
Department for Education

Social Media Policy

In addition to a website Hawthorndene Kindergarten has a public Facebook page as a way of interacting, building community relationships, and improving communication with the families of the Hawthorndene community.

The Account Administrator of the Hawthorndene Facebook Page will be the Director and this role involves updating the page with relevant information about the kindy, creating links to the Hawthorndene website or other relevant websites, uploading photos of the program on offer, promoting events/experiences at the kindy, responding to questions from the local community, and moderating or removing any comments deemed to be unacceptable or inappropriate. Teachers are able to also upload appropriate content following the guidelines cited here.

In accordance with the DfE Social Media Guidelines the Hawthorndene Facebook Page must meet the following guidelines:

- The logo/image of Hawthorndene Kindergarten is to be used in the Profile picture for user accounts.
- Community members are welcome to share or post on the Hawthorndene Page providing the posts are acceptable/appropriate (e.g. no swearing, nudity, commercial advertising, bullying, harassing, defaming, etc.) and do not disclose private information about other members of the Hawthorndene Community.
- If inappropriate or unlawful online content is posted this should be reported to the Online Communication Service by phone 8226 2068. If the issue requires urgent attention contact the South Australian Police on 131 444 and follow their advice.
- No photo/videos of children's faces will be uploaded onto social media and no public information posted which could potentially identify individual children at Hawthorndene Kindergarten.
- Social media consent form has been gained from parents for the use of children's sample of work, images/video or audio recordings and child's name when use in the public forum.

Further information on CyberSafety can be found at CyberSmart (www.cybersmart.gov.au) which is an Australian Government website that has quality resources for teachers, parents, children and young people about online safety, including social media.

Endorsed by Hawthorndene Kindergarten Governing Council March 2023

Signed (Chairperson)

Date 28/3/2023

To be reviewed March 2024