

# Kadina Preschool Centre



## Guidelines



Kadina Preschool

Any member of our pages must agree to abide by the DECD Social Media Policy which can be accessed by following this link:

<http://www.decd.sa.gov.au/docs/documents/1/DecdSocialMedia.pdf>

The Kadina Preschool Centre has two facebook pages.

A general page that can be viewed by anyone and a private/closed group.

The Director of Kadina Preschool will be the Administrator for both pages.

### **GENERAL PAGE: (Kadina Preschool Centre)**

Only the Administrator can post on this page.

General information and photos will be posted on this page.

### **CLOSED GROUP: (Kadina Preschool 2018)**

The Administrator at their discretion may approve to become members only;

- Parents/Caregivers/Family of children enrolled at Kadina Preschool
- Staff of Kadina Preschool
- Appropriate DECD staff

Any member of this group can post on this page. Posts will not be published until approved by the Administrator.

No photographs are to be tagged. Any tagging will be removed by the Administrator.

Photographs that are posted on this page are not to be shared or re-posted to any other page.

Any member posting anything deemed inappropriate will be barred from the page.

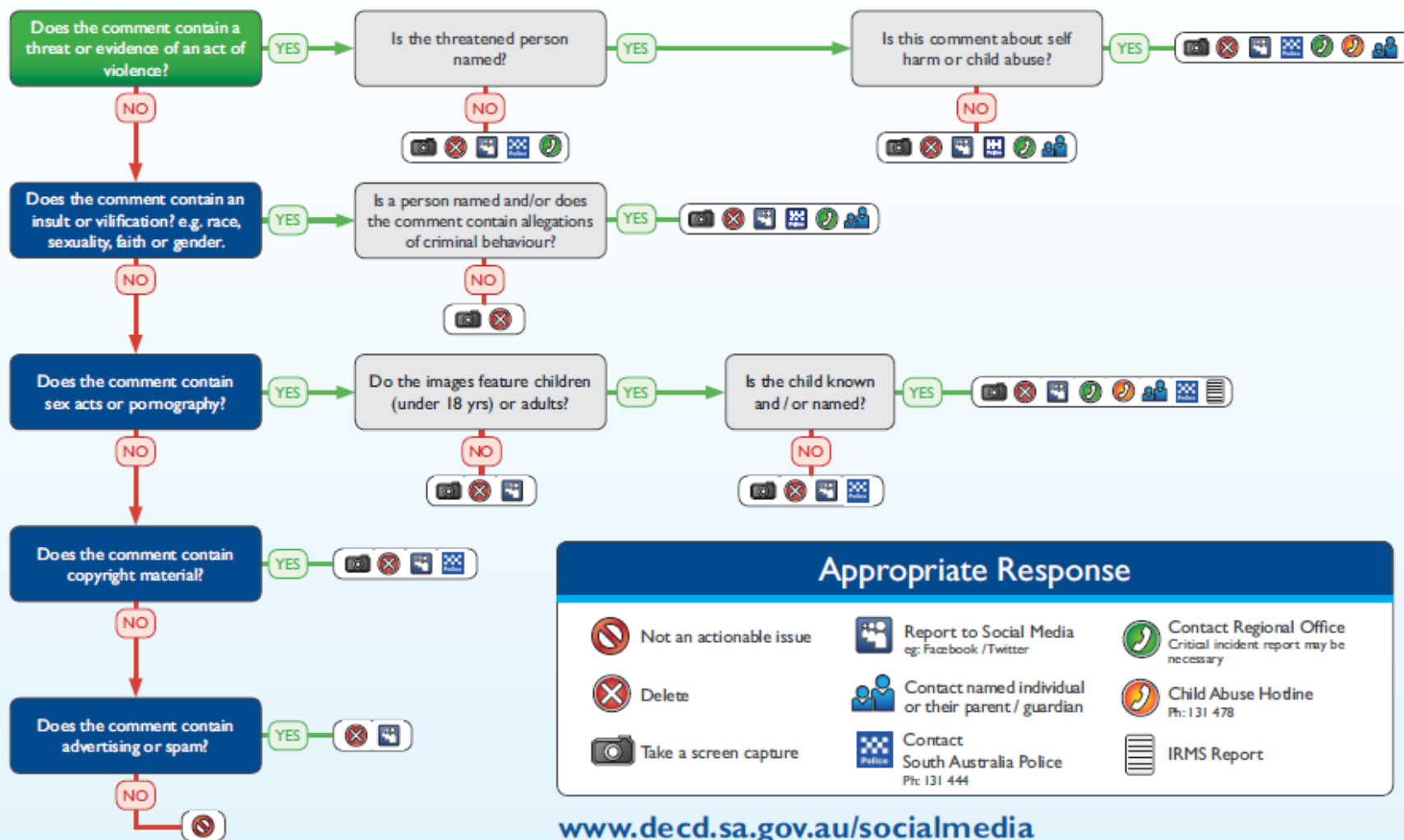
### **The following guidelines for posting images comes from the DECD Social Media Policy**

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 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.

# HOW TO DEAL WITH INAPPROPRIATE COMMENTS ON YOUR SOCIAL MEDIA SITE

A guide for schools, preschools and other departmental services including corporate work groups



## Appropriate Response

-  Not an actionable issue
-  Report to Social Media  
eg: Facebook / Twitter
-  Contact Regional Office  
Critical incident report may be necessary
-  Delete
-  Contact named individual or their parent / guardian
-  Child Abuse Hotline  
Ph: 131 478
-  Take a screen capture
-  Contact South Australia Police  
Ph: 131 444
-  IRMS Report