

# MANOR FARM KINDERGARTEN



## CYBER SAFETY POLICY

### **Rationale:**

- The Manor Farm Kindergarten promotes a safe learning environment that protects the welfare of our children.
- We aim to provide a community setting where parents and caregivers are welcomed and encouraged to participate.
- We support the celebration of children's development, including memory keepsakes such as videos and photographs at celebrations and community events and understand that families may want to share these amongst family and friends via social media.

### HOWEVER

- We want to ensure that the welfare of our children is protected at all times and consequently have developed the following guidelines for all members of our kindergarten community to follow.

### **The parents will:**

- only distribute or upload the images/ recordings of their own child to internet social networking such as Facebook, Instagram, email, mobile phone, You Tube etc.
- need to seek explicit permission from other children's families if they want to use their child's images/recordings (even if the parents know each other)
- not publically share photographs from their child's profile folder containing images of other children
- not share online postings of upcoming events such as a Kindergarten excursion, that identifies the date, time or location

### **The educators will:**

- observe a duty of care (this means they will take reasonable care to protect children from foreseeable risk)
- fulfil their responsibilities to deliver child protection curriculum
- ensure the confidential and safe keeping of child records

- ensure children only use the internet for learning related activities under the close supervision of an educator

### **The director will:**

- approve the posting of any information to Internet web pages, news groups, web-based forums
- ensure private information is not accessible on any publicly available web page. This includes the requirement that images should never include any names identifying any of the children in images.
- gain written permission from parents before publishing video, photographs, comments or work samples of a child
- report to SAPOL any incident suspected to be an e-crime
- ensure that a developmentally appropriate child protection curriculum is made available to every learner
- take on the responsibility of making parents aware of the policy, by distributing it to new and existing families via the newsletter, parent information board and site website

### **The Manor Farm Kindergarten will:**

- maintain a DfE approved website
- comply with DfE IT security requirements
- maintain a DfE approved internet filtering system
- create a social media presence in the form a Facebook page. This is a closed page and families need to be authorised to join.

### **Glossary of Terms**

- Internet Social Networking: refers to the many varied ways people communicate via the internet. It may include (but not be limited to) Facebook, email, mobile phones, Instagram, YouTube.
- ICT: abbreviated term for Information Communication Technology
- Cyber Safety: refers to the safe use of the Internet and ICT equipment, including mobile phones
- Child: denotes all learners enrolled at the Manor Farm Kindergarten
- Parent: used throughout this document refers to natural parents, legal guardians and caregivers
- Child Protection Curriculum: refers to 'Keeping Safe: Child Protection Curriculum' for South Australian schools and preschools

### **References**

- Cyber –safety: Keeping Children Safe in a Connected World  
(Department for Education)