

# SEACLIFF COMMUNITY KINDERGARTEN CENTRE POLICY



## TITLE : Social Media Guidelines

### REVIEW AND REVISION

Policy Date	Revision No.	Revision Date	Author
8/2020	2	10/2022	Sharon Jaensch

### Context

Seacliff Kindergarten aims to ensure that respectful and supportive relationships with and between families are developed and maintained and that families have an opportunity to be involved in and contribute to the decisions that are made about their children's learning. We believe that appropriately chosen applications can provide an avenue for sharing and providing information regarding the children's learning and the events and happenings of the kindergarten. These centre specific guidelines are written and are to be used in conjunction with the Department for Education Social Use of Social Media Guideline on the use of social media in schools and preschools.

### Guidelines

Applications used by Seacliff Community Kindergarten will be a closed groups, where members are limited to parents/guardians of children enrolled in the kindergarten and the educators in the current year.

Members will be approved by an administrator approved annually by the Governing Council and /or the Preschool Director. The Administrator will be an elected member of the Governing Council and will have authority to approve members to the Kindergarten Parents Facebook page only. Other applications and membership to those applications will be approved by the Centre Director in accordance with this policy and Department for Education guidelines.

Members will be encouraged to post content that relates specifically to the learning needs of their child or the Centre in their role as parent of a kindergarten child. Content may include kindergarten events, fundraising information, links to community events that are supportive of children's education, parent workshops, learning opportunities, links to parenting information etc. Educators will post information relevant to children's learning and the curriculum of the kindergarten. Feedback is encouraged from parents about their children's learning documentation to support planning.

Comments or information posted to these sites that could be construed to have a negative impact on the Preschools reputation may be removed from the site at the discretion of the Administrator and/or Site Leader.

Photographs, voices and work of the children sourced from within the preschool setting or at special events and outings are only to be posted for public viewing following the approval by the Centre Director and consent of parents/photographed individuals using the Department for Education Permission to use image, voice and or creative work of student/adult consent form.

The site leader and administrator will have the discretion to remove posts that may be offensive in their nature, commercial in content or aim to intimidate or culturally offend.

Parents will be required to remove themselves from the applications at the end of their child's preschool year. The administrator will remove members who have not done so by the beginning of the following school year.

**Roles and Responsibilities**

**Director /Administrator**

Ensuring implementation of these guidelines  
Monitor and review the effectiveness of the guidelines as necessary  
Inform parents / guardians of the guidelines.

**Staff**

Follow all reasonable instructions in the guidelines  
Inform parents / guardians of the guidelines.

**Parents**

Will ensure that they adhere to the requirements of the guidelines.

<b>Director</b>	<b>Governing Council Representative</b>
Print name	Print Name
Signature	Signature
Date	Date