

WOODSIDE PRESCHOOL



Social Media Policy

Policy ID No. PO6/4676

DOCUMENT CONTROL

Managed by:
Preschool

Responsible position:
Director

Version:
10

Approved by:
Staff

Date approved:
22/6/23

Governing Council

Next review date: July 2024



Government of South Australia
Department for Education

Woodside Preschool Social Media Policy

Woodside Preschool actively engages in Social Media through its social media platforms.

Woodside Preschool social media sites will be used to:

- Foster a sense of community within our setting.
- Engage parents/guardians and families further in our programme and enhance communication between our service and families.
- Increase visibility and promote our service in the wider community.

Administrators:

- All current Staff members will be named as administrators.
- Our page will include our logo and be identified as a Department for Education site.
- Contact details will be provided.

Privacy:

The **Woodside Preschool** page will be;

- Open ~ meaning anyone can see the page, who likes it and what members post.
- Administrators will not add any information that will identify individual children.

The **Woodside Preschool Families** group will be:

- a closed group with content only visible to members approved by the Administrators.
- this group will be open only to immediate family members of children currently attending in their preschool year.

At times, individual children may be identified (by first name only) on our closed group.

The **Instagram Page** will be:

- visible to all
- Administrators will not add any information that will identify individual children.

Approved Devices:

- Centre owned iPads and iPods, kindy phone.

Posting:

- Only administrators can post to the page.
- Comments can be made by anyone and will be monitored by administrators. Inappropriate comments will be deleted.
- Comments identifying children by name on open pages will be deleted.
- All page posts must be approved by an administrator.
- Consent must be received before any images can be used- this includes all children, staff and other adults.

<https://www.education.sa.gov.au/sites/default/files/consent-form-images-adult.pdf>

<https://www.education.sa.gov.au/sites/default/files/consent-form-use-likeness-child-student.pdf?v=1629439138>

Tagging:

- Will be turned off for all sites

Hard Copies:

- Will be kept of Parental Feedback (deemed relevant) for possible legal implications, to be kept in Social Media Folder in office on shelf. (This information is also available on the Pages App)

Staff Responsibilities:

- Staff must comply with Department for Education Codes of Behaviour.
- Staff must model respectful and responsible conduct.
- Staff must treat vulnerable children and families carefully.
- Staff must be aware of permissions/consents from individual families and respect these.
- Staff (and relievers) will only use centre devices to record photos.

Social Media

Our Preschool has a Face Book page which can be at found at
<https://www.facebook.com/Woodsidepreschoolsa/>

We also have an Instagram Page
https://www.instagram.com/woodside_preschool/

Each year we also have a closed Facebook group only for current families.

These pages provide a place to promote and highlight the preschool programme and to provide information to families. By using or accessing these pages, you agree to comply with relevant terms and conditions.

We welcome all questions and commentary, and we expect that any comments are respectful to those within the preschool community. We reserve the right to remove any posts that we feel are inappropriate or offensive.

Also please respect the child's/family privacy by not identifying any images with names, nor share images of other children on your own private social media platforms without their parents' consent.

If you have any specific issue or inquiry please talk to our friendly staff, phone or email us.

- Phone: 08 83897103
Mobile: 0409 684 855
- Email: dl.4676_leaders@schools.sa.edu.au



Staff Social Media Agreement



Government of South Australia
Department for Education

Name:

I have read and understand the Woodside Preschool Social Media Policy

I _____ being employed at Woodside Preschool,
agree to abide by the Woodside Preschool Social Media Policy when
communicating through social media sites.

(Staff Member to sign)

DATE: _____