



Capalaba Kindergarten Facebook Page Policy

Practice Statement:

Capalaba Kindergarten aims to ensure that our service, children, educators or families are not compromised on any form of social networking or related website. However, we acknowledge that social media can play an important role in maintaining communication with families and the local community in today's current society's climate.

Procedures

Capalaba Kindergarten Facebook page as well as the individual group pages will be implemented as an additional means of communication between the service and the families. The following conditions will be put in place to ensure the privacy, dignity and rights of the service, children, educators and families:

- All users (all people accessing our page) interacting with the Capalaba Kindergarten Facebook page, by either liking or commenting on posts, must do so using a Facebook account that clearly identifies them by their real name.
- Only children's first names may appear on our page
- Photo's of identifiable children will not be uploaded onto our page without prior consent (Photography Policy)
- While using our page, User's are expected to ensure that they:
 - Respect the rights and confidentiality of others;
 - Do not impersonate or falsely represent another person;
 - Do not bully, intimidate, abuse, harass or threaten others;
 - Do not make defamatory comments;
 - Do not use offensive or threatening language or resort to personal abuse towards each other or members of the Capalaba Kindergarten Community;
 - Do not post content that is hateful, threatening, pornographic or incites violence against others;
 - Do not harm the reputation and good standing of Capalaba Kindergarten or those within its community;
 - Respect others rights to privacy by not uploading any films or photographs taken of the Kindergarten community during approved Kindy events; with the exception being of film or photographs of your own personal child/ren and not contain any other members of the Kindergarten community.
- Users who are deemed to be using our page inappropriately, particularly in the above mentions ways, will be blocked by administrators.
- Administrators will be named on our page and will consist of the Kindy Teachers and Nominated Supervisor. These members may be changed and updated as required by the current Approved Provider.



- Our page must not be used for the promotion of personal financial interests, commercial ventures, personal campaigns or to promote other businesses; however our page may be used to thank local businesses for their support of the preschool.

When can names be used?

You can use names in comments when you wish to acknowledge someone's great work or community contribution. We wish our Facebook page to be used to build spirit; congratulating someone's efforts publicly goes a long way to building the kindergarten community we all want.

Breach of this Policy

All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police or appropriate governing bodies where the Kindergarten is obliged to do so. User's must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the preschool has no control.

Any concerns or suspicions over the breach of this policy should be brought to the immediate attention of an administrator of our page either via email, telephone or conversation in person and not be addressed on the site and will be dealt with at the discretion of the management committee.

The Nominated Supervisor is responsible for:

- Ensuring correct and appropriate use of the social media site by its members and local community through their role as administrators.
- Report any serious breaches on our page to the police for further investigations
- Updating information to communicate to families.

Links

Education and Care Services National Regulations- 181 National Quality Standards- 4.2.1, 4.2.3, 5.2.3, 6.1, 7.1.1

References

Children and Young Persons (Care and Protection) Act 1998

Education and Care Services National Regulations

Documentation

Social Media Networking Policy Communication with Families Policy Privacy and Confidentiality Policy

Reviewed January 2019 Date of next review January 2020 (parent survey input)