

Digital Device and Social Media Use

POLICY STATEMENT:

This policy relates to accessing and using social networking platforms, applications use and all digital devices including, but not limited to, gaming consoles, desktop computers, laptops, mobile devices and smart watches.

SHARE will ensure that children, educators and families are not compromised on any form of social networking platform, related website, video, sound or image recording. Social media and associated technology is used to enhance our service and provide opportunities to the children to assist in their learning, development and entertainment.

Digital devices are used for children's learning and leisure and should not compromise the safety and wellbeing of any child or staff member present at the service.

SHARE is committed to ensuring that technology is integrated into children's play, leisure experiences, projects and practices. We support the appropriate use of technologies by children and educators and recognise that the children in our care will experience and engage with many forms of electronic media both in and out of the service. Our aim is to encourage all children to use and access information and communication technologies to express ideas, access images and information, and explore diverse perspectives, engaging these tools for designing, drawing, editing, and composing (My Time, Our Place Outcome 5). We believe that any use of digital devices or social media must not place at risk the safety, or compromise the health or wellbeing of children, educators, families or visitors at the service (My Time, Our Place Outcome 1)

Social Media may include (although is not limited to):

- Social networking sites (e.g. Facebook, Myspace, Instagram, LinkedIn, Bebo, Yammer)
- Video and photo sharing websites (e.g. Flickr, YouTube)
- Blogs, including corporate blogs and personal blogs
- Blogs hosted by media outlets
- Micro-blogging (e.g. Twitter)
- Wikis and online collaborations (e.g. Wikipedia)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Vod and podcasting
- Online multiplayer gaming platforms (e.g. World of War Craft, Second life)
- Instant messaging (including SMS)
- Geo-spatial tagging (Foursquare)
- Tick Toc

PROCEDURE: Digital devices:

Children.

- Children will not be permitted to use their own devices in the service unless permission has been gained from staff and it is for a specific purpose.
- Devices are not to be used to take any visual pictures or sound recordings.
- Children will not be able to connect their devices to the internet at the service.
- Children are responsible to take care of their devices and all devices must be clearly labelled for their identification

- Children not to share their devices with other children.
- Devices are to be secured when not in use
- Devices are to be taken home at the end of the day and not left on the services premises.

Families and Visitors:

- May not use a personal camera or mobile phone to take photographs at the service or during excursions unless they are only taking images of their own child.
- Ensure that any DVDs or games brought to the service by their children are rated G or PG only.
- Must not use social media to harass or bully others.
- Caregivers will talk to their children about the use of their digital devices and explain the consequence of misuse.
- Caregivers are responsible for insuring their child's device for loss, theft or damage.
- The service accepts no responsibility for the loss damage, or theft of any device bought into the service.
- Caregivers are responsible for ensuring all content on their child/rens devices are appropriate and compliant with regulations and copyright law.
- If you need to contact your child, please contact the service directly and not the child's device.

Educators

- Personal devices are not to be used during face to face hours for social interactions and use is limited to actions approved by the Nominated supervisor or 2IC.
- Educators are NOT use their personal devices to take to take photos/pictures while at the service unless approval has been granted by a supervisor. If permission is granted photos, videos are to be deleted after their intended use.
- Use of devices by students on placement or volunteers requires prior service approval.
- The services devices will be used to take photos and approved images will be sent via email to the student or volunteer.
- The use of images of children at the service by students requires the approval of the relevant child's guardian. Images can only be used for assessment purposes and need to be deleted from email and devices after their intended use.
- Educators reserve the right to delete inappropriate content for children's devices including, but NOT limited to, images, text and links and Educators will notify families and caregivers if this action is taken.
- Educator are to consider the content and message of movies, television programs, electronic games and other devices and discuss these with children when deciding what is acceptable for them to engage with.
- Not use a personal camera or mobile phone to take photographs or video at the service or during excursions.
- Not post information about **SHARE**, staff, management, families, visitors, or any matters relating to the service on a social networking site.
- Not post photographs or video taken at **SHARE** or on an excursion on a social networking site.
- Educators responsible for updating the service's website must not post names or recognisable photographs of staff, children, visitors or family members on the website without written permission. Educators will also not post details on any social media regarding excursions or upcoming social outings in advance of the event.
- Ensure that pirated DVDs or electronic games must not be used, as this is an illegal activity.
- Ensure that only G and PG ratings are used in the service or on excursions.
- Not be responsible for children's lost games or other equipment.

Social Media:

Unacceptable social media behaviour refers to anything on social media that:

- Has the potential to bring **SHARE** or the school age care sector into disrepute.
- Discloses or **SHARE'S** confidential information.

- Could be viewed as derogatory towards, or disparaging of staff, families, management, visitors, children or support agencies.
- Places children at risk of harm.
- Ensure that any DVDs or games brought to the service by their children are rated G or PG only.
- Must not use social media to harass or bully others.

Children:

- When a family has given permission for their child's image to be used by the service, the child shall have the final say as to whether they wish any particular image to be used. Children can also decide they do not wish any image to be used, even if permission has already been given by a parent. In all instances the child's permission shall be sought prior to the use of any image and they shall be informed it is perfectly reasonable to say no,
- May not access a social networking site.
- May only use electronic media at the times specified by staff. DS games etc. must be G or PG rated only.
- Must leave mobile phones either in school bags or in the office at all times unless specific permission to use the mobile phone has been granted by the educators.
- Children must take responsibility for any electronic devices they bring from home.
- Must not use social media to harass or bully others.

Families

- Families will be requested to sign a social media and privacy agreement regarding to the use of their child's image (still or motion) by the service. If a parent has not signed an agreement the service will act as if they do not wish images of their child to be used by the service.
- When participating on the services social media platforms, caregivers will not post spam, advertising or commercial content without prior consent from the service management).
- Ensure that any content posted meets relevant copyright guide lines.
- Do no post anything that is abusive, profane or defamatory toward a person, entity, belief or symbol
- The service reserve the right to delete any content that does not comply with service policy.
- Our social media platforms are not for grievances and complaints. Please use the services grievance procedure to lodge any complaints you may have.

Staff:

- Only an authorised staff member or member of management can add or amend information on the service's social media sites without seeking prior approval. The authorised staff member or management person can also provide permission to other staff to add or amend information on the service's social media sites where necessary.
- Staff who can access they personal social networking site via their mobile phones are not to do so during their shifts at the service.
- Unless by prior approval from management/Nominated Supervisor, no information about what happens at the service should be posted on a social networking website, nor should any photos taken at the service or on an excursion be put on a social networking forum. If a staff member puts photos of a child or children enrolled at the service on a social networking website, families will immediately be contacted and the staff member asked to remove it immediately. If necessary, the social networking website will be contacted to delete the photos. The staff member will face an inquiry into their actions and possibly face termination of employment.

- We respect the right of staff to participate in public and political debate in their private lives. In doing so, staff must behave in a way that does not call into question their capacity to act apolitically and impartially in their work.
- Our social media platforms are not for grievances and complaints. Please use the services grievance procedure to lodge any complaints you may have.
- Staff should only interact with children and families on social media via the service’s social media account, never from personal accounts.

Breaches of policy

Children:

- If children are found to be misusing their devices as per the policy, the device may be taken away by an educator for the remainder of the session/day and returned to the authorised nominee on collection of the child.
- If continued misuse occurs or a case of extremely inappropriate content being accessed, then behavioural management policy will be adhered to and suspension or termination of care could be considered depending on the severity and at the discretion of the nominated supervisor

Staff:

- Please be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about service families or other staff on social networking websites. A staff member doing so will face an inquiry into the situation by management and any involved party and depending on the severity of the situation may face possible termination of employment.
- Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, staff will face an inquiry into their actions and depending on the severity of the situation may face possible termination of employment.
- This policy also complies with state and national laws regarding social networking websites. Should a staff member break the law on a social networking website, such as, but not limited to, defamation, the service will contact the police and other relevant authorities.

Families:

- Should a family member related to the service harass a staff member via a social networking website, management will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of their child’s place at the service.

Compliance

- Any breaches of this policy will result in an inquiry, which may lead to termination of employment in the case of educators or termination of child’s placement at the service in case of breaches by families or children.
- Serious breached may also result in legal action being taken by the service.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence

<p>R 86, 87, 155, 181, 183, 184,</p>	<p>Standards 1.1, 2.2, 4.2, 5.1, 5.2, 6.2</p> <p>Elements 1.1.2, 2.2.3, 4.2.1, 4.2.2, 5.1.2, 5.2.2, 6.2.3</p>	<ul style="list-style-type: none"> • Communication with Families, • Confidentiality, • Governance and Management, • Staffing Policies. • Grievance and complaints • Providing a child safe environment 	<ul style="list-style-type: none"> • Standard Book
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Approval date: Date for Review: