



Internet, Social Media and Online Communication Policy

Introduction

Toukley Preschool recognises that social media is regularly used as a form of communicating. Toukley Preschool expects employees to exercise personal responsibility and high ethical standards whenever they participate in social media.

Toukley Preschool has a right and duty to protect itself from unauthorised disclosure of information and to protect its reputation as a business and an employer.

Toukley Preschool also has the right to maintain an orderly, safe and efficient environment consistent with its centre philosophy, practices and policies and procedures.

Toukley Preschool encourages parents to set and maintain high ethical standards in their use of social networking. Posts and comments should help build and support the school community and concerns or complaints directed to the Preschool Director or Preschool Management Committee.

Toukley Preschool expects students, those on work experience and others undertaking voluntary work to exercise responsibility and high ethical standards in their use of social media. No photos or information relating to children, staff or the preschool is to be shared on social media.

Aim:

To ensure that our preschool, children, staff and families are not compromised on any form of digital platform utilised for learning and communication.

To ensure the privacy and confidentiality of all information regarding the preschool and its families.

To implement sustainable forms of communication between families and the preschool.

To extend the understanding of children in relation to information technology by providing experiences and program initiatives that are developmentally appropriate and complement other curriculum strategies.

Implementation:

The Approved Provider will:

- Support the Nominated Supervisor to develop, monitor & review relevant policies on internet, social media & online communication, in line with relevant legislation including; discrimination, harassment, bullying, privacy, grievance investigation & resolution.
- Promote training opportunities for staff in all areas pertaining to this & related policies.
- Adhere to this policy in regards to Toukley Preschool Management Committee issues and documentation.
- Promote training opportunities for the Toukley Preschool Management Committee, regarding this and related policies.
- Resolve workplace concerns regarding the Internet, Social Media & Online Communication Policy, in line with the complaints/grievance handling policies & procedures.
- Will not refer to or discuss information regarding to Toukley Preschool on personal social media sites.
- Will ensure that emails sent to members of the Management Committee and the preschool are respectful and adhere to our Confidentiality Policy.

The Nominated Supervisor will:

- Ensure virus protection is installed and up to date on each computer that accesses the internet.
- Provide educators with information on their legal requirements regarding the use of the internet and online communication within the classroom through personal discussions, staff meetings and/or formal training.
- Work to resolve workplace concerns regarding the Internet, Social Media & Online Communication Policy, in line with the complaints handling policies & procedures.
- Implement procedures in the preschools Complaints Policy should any incident of harassment or bullying take place via the internet, email or any social networking website involving any staff member, committee member, family, carer or visitor.
- Provide staff with training opportunities as appropriate.
- Not refer to or discuss Toukley Preschool information on their own personal internet social media sites.
- Not access or post inappropriate material while at work.
- Be responsible for the content published and will be subject to disciplinary action if breaches in confidentiality inappropriate content and or bullying/harassment is evident.



Educators:

- may use the centre email and/or Storypark as a form of communication between families and the classroom.
- may include various forms of communication within their education program such as: the use of written communication, sign language, verbal communication, email and forms of internet communication such as Zoom. At no time will social media such as personal facebook, instagram or twitter be used within the classroom.
- will provide parents, guardians & caregivers with initial and ongoing information detailing the purpose and use of the email and/or Storypark, or other new forms of new communication used in the classroom.
- will include the time children spend on technology as part of their 'daily screen time' in line with our Physical Activity Policy.
- will provide, as far as possible, a safe working area for the children when they are using technology.
- will consider, and where possible implement, adjustments needed in order to make technology and internet education programs accessible for all children including those with a disability.
- will send photos taken at preschool home to parents via Storypark. Parents may choose to send photos of their children to the centre e.g. when they are on holidays via email and/or Storypark.
- will direct parents/guardians to the appropriate process in conveying administrative information to the preschool by using the centre email address for this purpose.
- will protect the privacy of all email communications by using passwords on both the computer and the email account.
- will log out of the internet connections and turn off the computer at the end of each day.
- will ensure that families without internet at home will be given the opportunity of a paper form of communication whilst at preschool.
- will not access any personal forms of internet, social media and online communication whilst supervising or working directly with children.
- will not access their mobile phones/ipads/computers/other technology for personal use (or personal internet via their mobile phones/ipads/computers/other technology) whilst supervising or working directly with children at preschool compromising children's safety.
- will not use their mobile phone cameras, video phones or ipads to take photos/pictures of the children at the centre.
- will notify the Nominated Supervisor immediately if there is any use of the internet, social media or online communication that does not follow this policy or the preschool confidentiality, harassment, or privacy policies.
- will notify the Toukley Preschool Management Committee or external supports if they are unable to notify the Nominated Supervisor e.g. if they are concerned about internet use by the Nominated Supervisor.
- will not refer to or discuss Toukley Preschool information on their own personal internet social media sites.
- will not access or post inappropriate material while at work.
- will be responsible for the content published and will be subject to disciplinary action if breaches in confidentiality inappropriate content and or bullying/harassment is evident.

Parents/Guardians

- will abide by this policy and the guidelines given to them by the educators for the use of email/Storypark communication within the classroom/centre.
- Parents and family members will be asked NOT to post photographs taken during preschool special events on any social media site due to the sensitive nature of posting photographs of other people's children without consent.

Evaluation

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.



TOUKLEY PRESCHOOL KINDERGARTEN INC.

Preschool Education & Care for children aged 3-6 years | 8.15am - 3.45pm | Monday - Friday (during school terms)



Legislative Requirements: Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011

Links to NOS: 2.2.1 – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

4.2.2 - Professional standards guide practice, interactions and relationships.

5.1 - Respectful and equitable relationships are maintained with each child.

7.1 – Governance supports the operation of a quality service.

Sources:

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Children and Young Persons (Care and Protection) Act 1998

Reviewed: February 2022