**SOCIAL MEDIA POLICY**

**Policy Statement**

St Peters’ Preschool acknowledges that the use of social media, tablets, digital cameras, and photos is integral to the children’s programs for documenting children’s learning and communicating to parents, and the sharing of experiences between the Preschool and children’s families. The preschool is however aware that digital photos and shared information may be used in inappropriate ways if put on the internet or accessed by unauthorised people and so the following policy will be adhered to, to protect children, staff, and families.

**Rationale**

This policy has been written to protect the rights of individuals and provide guidelines on the use of devices that can capture images and video and store information. It also provides information regarding how images, video and information supporting them will be used.

**Definitions**

* Social Media – Any internet-based communication and sharing platform including but not limited to Facebook, St Peters Preschool Website and Seesaw.
* Tablet – Any flat mobile computer with a touch screen display.

**Digital Cameras, tablets, and video cameras**

* Preschool digital cameras including phones, tablets and portable data drives must always stay onsite except for work related reasons that include home visits, excursions, training, conferences, and professional development sessions or with consent from Nominated Supervisor.
* Practicum students and volunteers are not permitted to bring their own digital cameras, video cameras, tablets, and portable data drives into the centre.
* Families are not permitted to capture photos or videos of any child other than their own. Permission must be sought from the Nominated Supervisor.

**Digital Images**

* Educators may email photos of children to the children parents/guardians only if the photos do not include other children or with written consent from parents/guardians as indicated on the enrolment form and Seesaw consent. Educators may not email digital photos under any other circumstances.
* Educators must gain permission from parents/guardians to use any photos in publications or for training purposes. Educators will endeavour to use photos that do not show children’s faces or any other identifying aspects.
* Educators may upload photos of children to Seesaw only with prior written consent from families and must not include other children unless parent/guardian gives written consent.
* Photos must not contain images of children who are not dressed, toileting or sleeping.
* Educators need to gain permission from the Nominated Supervisor before downloading photos onto portable data drives to undertake work at home.
* Educators are not permitted to keep personal albums of digital photos of children.

**Social Media**

* Educators will endeavor no confidential information can be gained from any social media platform by families adhering to the confidentiality guidelines on social media.
* Educators and management will not use the preschool social media for personal use.
* The nominated supervisor will not disclose or publish any information related to educators, children, or families without written consent from the individual or family.
* Educators will follow agreed guidelines regarding their participation with families connected to the preschool social media sites.
* Educators will limit preschool families access to educators personal social media platforms
* Educators will seek permission from children to share their images or work on social media platforms even if the family has provided consent.
* Children, educators, and families have the right to refuse to share images or information on social media platforms.
* The preschool Facebook page is to be administered by educators and no personal information regarding children, families and educators will be disclosed.

**Policy of digital photography in research contexts**

It is acknowledged that from time to time the Preschool may be involved in research processes that involve the collection and storage of digital images. The use of digital images will be governed by the following guidelines:

* The use of photography is deemed highly appropriate in the research context; research will be approved through Human Research Ethics approval procedures.
* No image will be collected or stored that has the potential to cause harm or distress to the participants, Preschool staff, or research site.
* No photograph or image will be gathered, used, or stored without prior consent from the children participating in the research, their parents, and the Nominated Supervisor.
* All data arising from the research processes will be kept confidential to the participants involved and the researcher and associates.
* Participants and research sites have the right to keep their identities confidential.
* Any photographs with identifying aspects will only be used in published form with the express consent of the parties involved. If necessary, identifying features and contexts in photographs will be digitally edited out.

**Storage of Collected Images**

* Digital images will be stored in accordance with the current Children’s Services Regulations.

**Sources**

* Gowrie Australia newsletter Reflections Winter 2006 page 15.
* Community Child Care Co-operative (NSW) – Sample policy, Privacy online

Date endorsed by Board of Management: Feb 2017

This policy is to be reviewed every 12 months. Next review date: …2021………………