Le Fevre Kindergarten Social Media Guidelines

The Le Fevre Kindergarten Facebook page will be used to:
- Foster a sense of community within our setting.
- Engage parents/guardians, families further and enhance communication.
- Increase visibility and promote our Service in the wider community.

Administrators:
- All current Staff members will be named as Administrators.
- Our group/page will include our logo and be identified as a DECD site.
- Contact details will be provided.

Privacy:
- The page/group will be ‘Open’ - meaning anyone can see the group, who is in it and what members post.

Membership:
- Any member can add members, but an administrator must approve them.

Posting:
- Members and administrators can post to the group.
- All group posts must be approved by an administrator.
- Photos are allowed to be posted by Administrators but no child’s faces are to be shown.

Tagging:
- Will be turned off.
- No public information will identify a child.

Hard Copies:
- Will be kept of Parental feedback for possible legal implications.

Staff Responsibilities:
- Staff must comply with DECD Codes of Behaviour.
- Staff must model respectful and responsible conduct.
- Staff must treat vulnerable children and families carefully.
- Staff who agree to abide by the Le Fevre Kindergarten Social Media Policy when communicating through the Facebook will sign their consent.

A link will be provided on the Facebook page to the DECD Social Media Policy and a disclaimer will be included about the appropriate use of the page when joining.
Le Fevre Kindergarten – Social Media Guidelines

Media Consent Form

Le Fevre Kindergarten seeks permission to use the following:
(No names will identify children or their work)
• Media (photo/film/audio recordings) in which your child appears.
• Your child’s work samples (e.g., paintings, makings, etc.)
• A written comment made by your child.

In the following forms:
• Preschool Newsletter
• Preschool Website
• Preschool Publications
• Facebook Page

I do / I do not (Please cross out which does not apply)

give permission to Le Fevre Kindergarten to publish media, comments and / or work samples of:

Child’s Name:
_________________________________________________________________________
(Full name – please print)

Name of preschool/service:
_________________________________________________________________________

Parent /Guardian’s signatures: _______________________ _______________________
(Parent/Guardian to sign) (Parent/Guardian to sign)

Full Name of Parent(s)/Guardian(s): _______________________ _______________________
(Please print) (Please Print)

Date: ___________________________