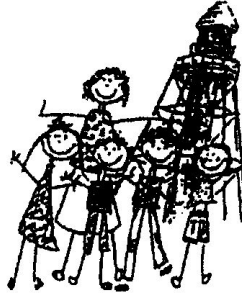


Le Fevre Kindergarten



Social Media Guidelines



Government of South Australia

Department for Education and
Child Development

DOCUMENT CONTROL

Managed by:
Le Fevre Kindergarten

Responsible Position:
Director

Version:
1

Approved by:
Governing Council

Date Approved:
20.10.2015

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March 2016

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.



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: _____