Wattle Park Kindergarten
Facebook Page Policy

Developed and endorsed by staff and Governing Council: November 2013
Review: November 2015

Statement:
A Wattle Park Kindergarten facebook page (‘our page’) will be implemented as an
additional means of communication between the service and the families.

Wattle Park Kindergarten aims to ensure that our service, children, educators and
families are not compromised on any form of social networking or related website.
However, we acknowledge that social media can play an important role in
maintaining communication with families and the local community.

Procedures
The following conditions will be put in place to ensure the privacy, dignity and rights
of the service, children, educators and families:

1. All users (all people accessing our page) interacting with the Wattle Park
   Kindergarten Facebook page, by either liking or commenting on posts, must
do so using a Facebook account that clearly identifies them by their real
name.
2. Children’s names and faces will not be uploaded onto our page by
   administrators.
3. Photos of identifiable children will not be uploaded onto our page by
   administrators.

While using our page, users are expected to ensure that they:

1. Respect the rights and confidentiality of others;
2. Do not impersonate or falsely represent another person;
3. Do not bully, intimidate, abuse, harass or threaten others;
4. Do not make defamatory comments;
5. Do not use offensive or threatening language or resort to personal abuse
   towards each other or members of the Wattle Park Kindergarten Community;
6. Do not post content that is hateful, threatening, and pornographic or incites
   violence against others;
7. Do not harm the reputation and good standing of Wattle Park Kindergarten
   or those within its community;
8. Respect others rights to privacy by not uploading any films or photographs
   taken of the Kindergarten community during approved Kindergarten events;
   with the exception being of film or photographs of your own personal
   child/ren and not contain any other members of the Kindergarten
   community.
9. Users who are deemed to be using our page inappropriately, particularly in
   the above mentioned ways, will be blocked by administrators.
10. Administrators will be named on our page and will consist of the service
director and/or members of the Governing Council (as selected and
approved in the minutes by the Governing Council). These members may be changed and updated as agreed by the Kindergarten Governing Council.

11. Our page must not be used for the promotion of personal financial interests, commercial ventures, personal campaigns or to promote other businesses; however our page may be used to thank local businesses for their support of the Kindergarten.

When can names be used?
You can use names in comments when you wish to acknowledge great work or community contribution only with their written permission. We wish our Facebook page to be used to build spirit; congratulating someone’s efforts publicly goes a long way to building a positive kindergarten community.

Breach of this Policy
All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police or appropriate governing bodies where the Kindergarten is obliged to do so. Users must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the Kindergarten has no control. Any concerns or suspicions over the breach of this policy should be brought to the immediate attention of an administrator of our page either via email, telephone or conversation in person and not be addressed on the site and will be dealt with at the discretion of the Director and Governing Council.

Persons Responsible
The Kindergarten Director is responsible for:
• Ensuring correct and appropriate use of the social media site by its members and local community through his/her role as administrator.
• Report any serious breaches on our page to the Police for further investigations
• Updating information to communicate with families.

For more information/References
Children and Young Persons (Care and Protection) Act 1998
Education and Care Services National Regulations 2011
National Quality Standard 6.1, 6.2, 7.1, 7.3
National Quality Regulations 168, 170,171, 172
DECD Social Media Policy
Victoria Willcox, Director.