

Digital Device and Social Media Use

POLICY STATEMENT:

This policy relates to accessing and using social networking platforms, applications use and all digital devices including, but not limited to, gaming consoles, desktop computers, laptops, mobile devices and smart watches.

The Nanyima Centre Inc. will ensure that children, educators and families are not compromised on any form of social networking platform, related website, video, sound or image recording. Social media and associated technology is used to enhance our service and provide opportunities to the children to assist in their learning, development and entertainment. Digital devices are used for children's learning and leisure and should not compromise the safety and wellbeing of any child or staff member present at the service.

PROCEDURE:

Digital Devices

Children:

- Children will not be permitted to use their own devices in the service unless permission has been gained from staff prior and it is for a specific purpose.
- Devices are not to be used to take any video, pictures or sound recordings.
- Devices will not be able to connect their device to a power supply whilst at the service.
- Children are responsible to take care of their devices and all devices must be clearly labelled for their identification.
- Children are not to share their device with other children.
- Devices are to be secured when not in use.
- Devices are to be taken home at the end of the day and not left of the services premises.
- Children are not to use messenger services or make phone calls without prior consent of an educator.

Families:

- Caregivers will talk to their children about the use of their digital devices and explain the consequences of misuse.
- Caregivers are responsible for insuring their child's device for loss, theft or damage.
- The service accepts no responsibility for the loss, damage or theft of any device brought into the service.
- Caregivers are responsible for ensuring all content on their child/rens devices are appropriate and compliant with regulations and copyright law
- If you need to contact your child, please contact the service directly and not the child's device.

Staff:

- Personal devices are not to be used during face to face hours for social interactions and use is limited to actions approved by the supervisor.
- Staff are not to use their digital devices to take photos/pictures while at the service

unless approval has been granted by a supervisor. If permission is granted, photos/videos are to be deleted after their intended use.

- Use of devices by students on placement or volunteers requires prior service approval.
- The services device will be used to take photos and approved images will be sent via email to the student or volunteer.
- The use of images of children at the service by students requires the approval of the relevant child's guardian. Images can only be used for assessment purposes and need to be deleted from email and devices after their intended use.
- Staff reserves the right to delete inappropriate content from children's devices including, but not limited to, images, text and links and staff will notify caregivers if this action is taken.

Social Media

Children:

- When a family has given permission for their child's image to be used by the service, the child shall have the final say as to whether they wish any particular image to be used. Children can also decide they do not wish any image to be used, even if permission has already been given by a parent. In all instances the child's permission shall be sought prior to the use of any image and they shall be informed it is perfectly reasonable to say 'No'
- Children will not use any social media, video/photo upload app or anything connected to the internet without staff consent.

Families:

- Families will be requested to sign a social media and privacy agreement regarding to the use of their child's image (still or motion) by the service. If a parent has not signed an agreement the service will act as if they do not wish images of their child to be used by the service.
- When participating on the service's social media platforms, caregivers will not post spam, advertising or commercial content (without prior consent from the service management). Ensure that any content posted meets relevant copyright guidelines.
- Do not post anything that is abusive, profane or defamatory toward a person, entity, belief or symbol.
- The service reserves the right to delete any content that does not comply with service policy.
- Our social media platforms are not for grievances and complaints. Please use the services grievance procedure to lodge any complaints you may have.

Staff:

- Only an authorised staff member or member of management can add or amend information on the service's social media sites without seeking prior approval. The authorised staff member or management person can also provide permission to other staff to add or amend information on the service's social media sites where necessary.
- Staff who can access the personal social networking site via their mobile phones are not to do so during their shifts at the service.
- Unless by prior approval from management/Nominated Supervisor, no information

about what happens at the service should be posted on a social networking website, nor should any photos taken at the service or on an excursion be put on a social networking forum. If a staff member puts photos of a child or children enrolled at the service on a social networking website, families will immediately be contacted and the staff member asked to remove it immediately. If necessary, the social networking website will be contacted to delete the photos. The staff member will face an inquiry into their actions and possibly face termination of employment.

- We respect the right of staff to participate in public and political debate in their private lives. In doing so, staff must behave in a way that does not call into question their capacity to act apolitically and impartially in their work.
- Our social media platforms are not for grievances and complaints. Please use the services grievance procedure to lodge any complaints you may have.
- Staff should only interact with children and families on social media via the service's social media account, never from personal accounts.

Breaches of policy

Children:

- If children are found to be misusing their devices as per the policy, the device may be taken away by an educator for the remainder of the session/day and returned to the authorised nominee on collection of the child.
- If continued misuse occurs or a case of extremely inappropriate content being accessed, then behavioural management policy will be adhered to and suspension or termination of care could be considered depending on the severity and at the discretion of the nominated supervisor

Staff:

- Please be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about service families or other staff on social networking websites. A staff member doing so will face an inquiry into the situation by management and any involved party and depending on the severity of the situation may face possible termination of employment.
- Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, staff will face an inquiry into their actions and depending on the severity of the situation may face possible termination of employment.
- This policy also complies with state and national laws regarding social networking websites. Should a staff member break the law on a social networking website, such as, but not limited to, defamation, the service will contact the police and other relevant authorities.

Families:

- Should a family member related to the service harass a staff member via a social networking website, management will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of their child's place at the service.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
<p>S168 R 86, 87, 155, 181, 183, 184,</p>	<p>Standards 1.1, 2.2, 4.2, 5.1, 5.2, 6.2 Elements 1.1.2, 2.2.3, 4.2.1, 4.2.2, 5.1.2, 5.2.2, 6.2.3</p>	<ul style="list-style-type: none"> • Communication with Families, • Confidentiality, • Governance and Management, • Staffing Policies. • Grievance and complaints • Providing a child safe environment 	<ul style="list-style-type: none"> • My Time Our Place • Parent Handbook • Staff Handbook