



Moana Kindergarten Facebook Guidelines

Members of the community must abide by the DECD Social Media Policy which can be found on the DECD website. <https://edi.sa.edu.au/library/document-library/controlled-policies/social-media-for-schools-and-preschools-policy>

Closed Groups (Moana Kindergarten)

- Has been set up by the Kindergarten
- The account administrators must be Department for Education employees only
- Members must abide by to the Group rules
- Members must be a parent/ carer of a child in this group whose name and details on the child's enrolment form.
- Only general information will be posted on this page
- No photographs are to be tagged; any tagging will be removed by the Administrator
- Photographs that posted on this group are not to be shared or re-posted to any other page or group.
- Any member posting anything deemed inappropriate will be notified and issued a warning, and removed if this continues.
- Members of this group are to be respectful and are accountable for the way they choose to comment about information publicly. If comments made publicly infringe the rights of others, then the user will be asked to remove themselves from the group by the Administrator.
- **Parents/Caregivers should refrain from displaying photos of other children attending the preschool on social media sites for example, Kindergarten Class Photos.**

The following guidelines for posting images comes from the DECD Social Media Policy

When posting images of students or using their work the following guidelines apply:

- A consent form must be signed by the parent or guardian prior to taking images of any child/student who is under the age of 18 years.
- Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (e.g., six students have a signed consent form on record but one has not) the image cannot be used unless consent is obtained for all students.
- Images of students/children on a website must not include any names identifying any of the students/children in the image and care must be taken not to reveal personal information about the subjects.
- Only text identifying the school can be used and/or a description of the activity (e.g., students from Somewhere High School performing at the Come Out festival).
- Only photographs with students in standard school uniform or day clothing are used. Photos of single students and of children and students in swimming attire should be avoided.
- Parents should be aware of the privacy and security concerns of identifying their children online, within the 'acceptable use' conditions. If they still choose to identify their children, then it is their right. In the case where parents disagree do not identify the student/child.

Endorsed by Governing Council

Chairperson: Caitlyn Anderson

Director: Carly Smith

Date: 08/04/2020