

Tanderra Out Of School Hours Care

D-18 Social Media and Technology

POLICY STATEMENT

We aim to provide children with opportunities to make use of various forms of media and personal technology in ways that engage their interests and enhance their knowledge, skills and abilities. Children need to have opportunities to learn to use personal technology devices in a responsible way and to view television and DVDs at times as part of their recreational programme. We will ensure that all films, DVDs and other media content viewed is suitable for the children's ages and that devices are used in a safe and appropriate manner. We will ensure that our service, children, educators and families are not compromised on any form of social networking or related website.

RELATED POLICIES

Springwood Neighbourhood Centre Co-operative Ltd

Social and Traditional Media Policy

Australian National Quality Standards

QA4	4.2.1	Professional standards guide practice, interactions and relationships
	4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills
	5.2.3	The dignity and the rights of every child are maintained at all times
	6.1	Respectful supportive relationships are developed and maintained
	7.1.1	Appropriate governance arrangements are in place to manage the service

Australian National Regulations

Regs 181	Confidentiality of records kept by approved provider
181- 184	Confidentiality and storage of records

DEFINITION

Tanderra Out Of School Hours Care

Definition: **Personal technology devices** refers to mobile phones, ipods, ipads, game consoles and other similar devices. **Social media** refers to websites and applications that enable users to create and share content or to participate in social networking. A **personal social networking website** refers to a social media account which belongs to or is controlled by a private individual, not by the service or one of its affiliates.

PROCEDURE

INTERNET ACCESS AND SUITABILITY OF MEDIA CONTENT:

- Children may bring their personal technology devices to the Centre at the discretion of parents and carers, except in the case of mobile phones and other devices which have the ability to access data via the mobile phone network.
- If families wish their child to have a mobile phone with them, the phone needs to remain in the office or in the child's bag and must not be accessed during the time that the child is in the care of the Centre.
- Tanderra takes no responsibility for damage to children's personal technology devices.
- Children may not access the internet via their own devices whilst in the care of Tanderra OOSH. This is to prevent children from accessing inappropriate content.
- Children may access the internet via Tanderra's devices which are provided for children's use. This includes computers, tablets etc. The service will ensure that computers and devices are protected by software which helps to prevent children from accessing unsuitable material.
- Children may not use their personal devices to take photos/video footage of other children to prevent a situation where images could be uploaded to a social media site at home or another venue at a later time.
- Children wishing to view television, dvds and other media including via personal technology devices, may do so during designated time periods as decided by staff and management. All media will be viewed in a visible place to assist staff monitoring.
- Television shows, dvds, movies and games may be viewed/played which have a rating of G, PG or equivalent for ages up to 12 years.

INFORMING FAMILIES:

- Families will be informed and/or reminded of the policies and particulars of internet access, devices permitted etc via the Family Information Booklet, technology and media policy on display at Centre and via newsletters, emails etc.
- Parents will be asked/reminded to ensure that children's personal devices contain age appropriate games and apps only.

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TECHNOLOGY USE WITHIN THE PROGRAMME

- Children will have opportunities to make use of technology and the internet for research and enjoyment and to develop their skills, abilities and explore their interests.
- Educators will ensure that television and technology use times are limited and are balanced with other activities.

PERMISSION FOR IMAGE/PHOTO USE:

- The Parent/Guardian agreement on the Enrolment Form will include a clause requesting permission for photos/videos of their child's image to be used by the service for display and advertising purposes including on service social media and websites. If the parent has not signed the agreement or has excluded that clause, the service will not use their child's image in any fashion.
- In those circumstances where a parent/guardian has given permission for their child's image to be used by the service, the child shall have the final say to whether they wish a particular image to be used or not.

STAFF USE OF SOCIAL MEDIA:

- Only the Nominated Supervisor, SNCC CEO or SNCC appointed representative can add or amend information on the services website and social media site without seeking prior approval.
- Only the Nominated Supervisor SNCC CEO or SNCC appointed representative can provide permission to other staff to add or amend information on the service's social media websites.
- Personal social networking websites should not be accessed while at work unless with the express permission of a supervisor.
- Staff who can access a personal social networking site via their mobile phones are not to do so during their shifts at the service and are not to use their camera or video phones to take photos/pictures while at the service unless approval has been granted by a supervisor.
- Staff may not use their mobile phones for private use whilst supervising children in the course of their duties.
- Unless by prior approval, no information about what happens at the service should be posted on a personal social networking website, nor should any photos taken at the service or on an excursion be put on a personal social networking website. If a staff member puts photos of a child or children enrolled at the service on a personal social networking website, families will immediately be contacted. The staff member will be asked to remove them and if necessary, the social networking website may be contacted to delete the photos.
- Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, staff should report the matter immediately to Management.