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*Activity Centres Incorporated is a community based not for profit organisation managed by a parent Committee*

## **Policy Statement**

We aim to ensure that technology is integrated into children's play, leisure experiences, projects and practices. We support the appropriate use of technology by children and educators and recognise that the children in our care will experience and engage with many forms of electronic and written media both in and out of our services. Our aim is to encourage all children to use and access information and communication technologies to express ideas, access images and information, entertainment and leisure, and explore diverse perspectives, engaging these tools for designing, drawing, editing, and composing.

## **Considerations**

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulation 2011
- ✓ 2018 Education and Care Services National Quality Standards
- ✓ ACI Policies and Procedures
- ✓ My Time Our Place
- ✓ Privacy Act

## **Social Media**

### Aim

We believe that the use of Social Media (e.g. Facebook) is to be used for sharing information and as a form of communication. All information relating to children and families, staff and volunteers will be treated in a strictly confidential manner. The use of any social media must not place at risk the safety, health or wellbeing of children, educators, families, visitors at the service or the child care industry.

### Procedures

- All staff are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the organisation, its employees, children, families and other supporting agencies. Breach of this policy by staff, will be dealt with under the ACI Disciplinary Action Policy.
- The use of social media platforms, for personal use during work hours, is prohibited.
- The organisation operates a public website and public and closed Facebook pages which is maintained by head office with strict guidelines. The Facebook page will be monitored by administrators, determined by management of the organisation, to monitor and approve activity on the social media page and website.
- Social media site is a tool used for communication with parents, families and the wider community; to share relevant information and provide updates.
- Staff and families are encouraged to provide input through meetings and open discussion on content on the website and Facebook page.

### Guidelines for use of social media (all forms)

Whenever you are permitted to use the organisations social media account you must adhere to the following general rules:

- Guidelines, outlined in this policy, for use of social media will be available at all services so staff, parents, and families are all aware of the conditions of use of our social media platforms.
- Administrators will be responsible for maintaining, approving and monitoring the activity on our social media site.
- Administrators will remove all inappropriate posts (defined as any abusive, obscene, discriminatory, harassing, defamatory, racist, and sexist or has the potential to bring the service/organisation or the school age care sector into disrepute) from the social media site and the user will be reported and blocked from the site.
- Organisation Social Media Sites and organisation website is to be used as a communication tool in which we will provide updates, share relevant information, relevant news articles and media releases, activity ideas, legislative changes and information about support agencies in the community that parents/families can access.
- Any members of staff who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto social media should inform manager, administrators or committee.
- Never disclose or discuss confidential information regarding the organisation, its services, family, staff, children and its committee's personal.

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- Administrators are responsible for updating the organisation's website. No full names and recognisable photographs of staff, children, visitors or family members without prior written consent in the case of children and families and verbal consent in the case of staff.
- Social Media posts, both public pages and private groups, must not have full names or recognisable photographs of staff, children, visitors or family members without prior written consent in the case of children and families and verbal consent in the case of staff.
- Photographs of unidentifiable images of children can be used on social media and the website, if promoting an activity or event being held at the services.
- If any persons notice any content posted on social media about any aspects of the organisation (whether complementary or critical) please report to the manager, administrators or committee.
- Serious breaches or the misuse of information on social media can, in some circumstances, constitute a criminal offence or can escalate to legal liability against persons or the organisation.
- Any breaches of these guidelines, as outlined in this policy, will result in an inquiry, which may lead to termination of employment in the case of staff or termination of child's placement at the service in case of breaches by families or children, in line with ACI Disciplinary Action Policy.

## Staff Responsibilities

- Staff should not post personal or obviously identifiable information about the staff, management, families, visitors, children or any confidential information about the organisation on a social media site (be it personal social media platforms or the organisations social media).
- Staff are personally responsible for the content posted on personal social media sites and as such you should comply with this policy to ensure you don't breach confidentiality.
- Staff are not to befriend any children associated with the organisation on social media until the child is 18 years old, even if child makes request to be friends prior, unless the child is related to the staff member.
- Any member of staff or committee who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media site should inform the manager and follow ACI Grievances and Complaints Policy and ACI Anti-Bullying Policy (Workplace).
- The organisation provides, camera's, phones, iPad and computers for staff to take photos and update social media. Personal devices are NOT to be used to take photos, upload social media, stream music etc.
- Staff personal devices (including mobile phones, ipads etc) are to be kept in staff bags for the duration of their shift, unless approval of management has been given for staff to have device on their person.
- Staff will encourage children to discuss matters if they feel are at risk or being bullied through social media.
- When children bring electronic devices to the service, or use service devices, that have access to the internet, staff are to be diligent in ensuring that children are not on social media and that the content that they are viewing is appropriate.
- Staff will provide children with guidelines and discuss these with the children before and during the activity.

## Families and Visitors

- May not use a personal camera or mobile phone to take photographs at the service or during excursions unless they are only taking images of their own child, or have written permission from another child's family to take photos on their personal device and that there is no other children in the photo.
- Must not post confidential information about the organisation, staff, management, families or any matters relating to the service on a social media site.
- Must not use social media to harass or bully other families, children or staff. If they have an issue they must follow the organisations current ACI Grievances and Complaints Policy.
- Follow the guidelines outlined in this policy when interacting with the organisations social media sites.

## Children

- May not have access to social media (networking) sites while at the service.
- Children must take responsibility for any electronic devices they bring from home.
- Electronic devices brought from home must have cameras covered and internet access disabled.
- Children must not use personal social media to harass or bully others, if they have an issue with another child at the service they are to speak with our staff to resolve the issues at the service.

## **Our Organisations Social Media Site and Usage**

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- To be used as a communication tool in which we will provide updates, share relevant information, relevant news articles and media releases, activity ideas, legislative changes and information about support agencies in the community that parents/families and the wider community can access. Confidentiality will be maintained at all times.
- Posts on the organisations site are only to be added by the sites administrators. All posts are to comply with the 'guidelines for use of social media' outlined in this policy.
- Posts must not have full names or recognisable photographs of staff, children, visitors or family members without prior written consent in the case of children and families and verbal consent in the case of staff.
- Photographs of unidentifiable images of children can be used on social media and the website, if promoting an activity or event being held at the services.
- Any posts/comments deemed inappropriate by service management will be removed by the administrator.
- Service Social Media will be used to: -
  - ⇒ Provide updates – about events happening at the services, notices, reminders (for what to bring to the service etc.), policy changes, information about activities that children are engaging in at the services, themes, games we play etc. Promote what we do and learning through play at the services. Celebrate our achievements.
  - ⇒ Gather feedback – can be used as a tool to gather feedback about policy changes at the service and quick questionnaires, and feedback from families.
  - ⇒ Share information, relevant news articles and media releases – Share links to media news articles and releases or government documents to provide information and promote the industry to families. Providing important links, articles and information promoting play based learning, child health and wellbeing.
  - ⇒ Activity Ideas – post links to activity ideas that families can do at home and/or family events that are on in the local community that families may be interested in.
  - ⇒ Legislative Changes – information regarding any legislative changes that may affect families (e.g.: changes to legislation regarding CCMS etc.). Post information/fact sheets about 'My time our place', regulations and requirements.
  - ⇒ Information about agencies – provide families with links to agencies and support services in our area that families can access and resources they can access at home.
- The organisation may also engage with social media as a tool to network and communicate within other services within the local and wider community to share ideas, get support, suggestions and build partnerships and links. When using these sites staff must ensure that no confidential information about individual children, families and staff are shared, and confidentiality is maintained at all times.

## **ACI Staff – ACI Coordinators and ACI Educational Leaders Social Media Site – Facebook Pages**

- This page has been set up as a closed group, that will be used as a communication tool for staff to be kept up to date on things which are happening at the service and within the organisation. To provide a medium in which we can share ideas, practices and resources, and in which we have a resource to openly and respectfully discuss and debate issues and ideas.
- This page will be monitored by management and administration.
- Staff will be able to invite other staff members onto the page, but administration will have to accept individuals onto the page for them to have access. Only staff that are currently employed at Activity Centres Inc. will have access to the page. Once you leave the organisation you will no longer have access to the group.
- Staff are not to share content on this page with anyone who is not a member of this group or screen shot content on this page to share with others (be it in a private setting or a public platform). Content in these pages is for members of those groups only.
- Posts must not have full names or recognisable photographs of staff, children, visitors or family members without prior written consent in the case of children and families and verbal consent in the case of staff.
- Photographs of unidentifiable images of children can be used on social media and the website, if promoting an activity or event being held at the services.
- No confidential information is to be posted onto this page, regarding children, families or other staff members.

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- This page will be used for: -
  - ⇒ General Notices / Reminders – Rosters, meeting dates and times, reminders about events at services, deadlines for feedback sheets, etc.
  - ⇒ Gather feedback – in relation to service operations, policy development, general practices, ideas for programming and planning etc.
  - ⇒ Share information, relevant news articles and media releases – Share links to media news articles and releases or government documents to provide information and discussion amongst staff. Providing important links and information on play based learning, child health, child development and wellbeing to assist staff in understanding why we do what we do and promote critical reflection and debate amongst the staff. Professional development articles and events that staff can access and engage with. Share changes to policies and procedures.
  - ⇒ Activity Ideas – Post links to activity ideas that we can program, or that worked at one service that other services may wish to do. Celebrate achievements and successes that happen at the services.
  - ⇒ Legislative Changes – information regarding any legislative changes that effect staff. Post information/fact sheets about ‘my time our place’, regulations and requirements, to help build staff knowledge and understanding.

## **ACI Committee Social Media Site – Facebook Page**

- This page has been set up as a closed group, that will be used as a communication tool for the service committee to be kept up to date on things which are happening at the service. To provide a medium in which we can share ideas, practices and resources, and in which we have a resource to openly and respectfully discuss and debate issues and ideas.
- This page will be monitored by management and administration.
- Committee Members will be able to invite other committee members onto the page, but administration will have to accept individuals onto the page for them to have access. Only current committee members of Activity Centres Inc. will have access to the page. Once you leave the committee you will no longer have access to this group.
- No confidential information is to be posted onto this page, regarding children, families or other staff members.
- Committee Members are not to share content on this page with anyone who is not a member of this group or screen shot content on this page to share with others (be it in a private setting or a public platform). Content in these pages is for members of this group only.
- Posts must not have full names or recognisable photographs of staff, children, visitors or family members without prior written consent in the case of children and families and verbal consent in the case of staff.
- Photographs of unidentifiable images of children can be used on social media and the website, if promoting an activity or event being held at the services.
- This page will be used for: -
  - ⇒ General Notices/Reminders – meeting dates and times, meeting agendas, notices about what is happening at the centres and where we are at in regards to jobs the committee has requested.
  - ⇒ Gather feedback – in relation to service operations, policy development, general practices, ideas for programming and planning etc.
  - ⇒ Share information, relevant news articles and media releases – Share links to media news articles and releases or government documents to provide information and discussion relevant to the committee responsibilities. Providing important links and information on play based learning, child health, child development.
  - ⇒ Legislative Changes – information regarding any legislative changes that effect the organisation. Post information/fact sheets about ‘My time our place’, regulations and requirements, to help build committee knowledge and understanding.

## **ACI Website**

- The website has been established to provide families and the community with information regarding our

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- It will be used to inform the community about who we are, our history, where we are situated, and our policies and procedures. It will also have useful links to other web sites and information for families to access resources in the local community. Families will also be able to download ACI forms and handbooks, information sheets.
- Any identifiable photos of individuals posted on the website will have prior written consent.

## Internet Access

- Staff are to use service internet for work related purposes and are not to go online and look up any inappropriate or offensive materials.
- Children will be permitted to access the internet under the following conditions: -
  - It must be on a service owned device
  - It must be under direct supervision of an educator or staff member employed by ACI
  - It must be part of programmed service experiences or enhancing spontaneous learning experiences.
- Children are not to be given the service Wi-Fi password, and are not permitted to ‘surf the net’ aimlessly.

## Electronic Games/Device Applications

### Aim

We believe that electronic games and device applications should be incorporated into children’s play and leisure experiences. We support the appropriate use of technology and media by the children and staff and recognise that children will engage in many forms of media platforms both within and outside the centre. We believe that the use of technology should be used for entertainment and leisure activities and must not place at risk the safety or wellbeing of the staff, children or their families or any visitors to the service.

### Procedures

- Children will have access to different forms of technology whilst at the service.
- All electronic games must be rated G or PG and be age appropriate for children in our care. Games and applications saved on the devices that children wish to play at the centre must also be G or PG. These will be checked by staff if the device is brought from home.
- Staff must provide adequate supervision and if any media on the device is in breach of this policy the device will be taken off child, and returned to family at the end of the day. Child will be asked to leave offending device at home in future.
- Children who bring their own electronic devices to the service will have restricted play times; the times will be either displayed around the service or will be displayed on the program depending on which service your child attends.
- During times that children are playing devices brought from home staff must actively supervise to ensure that the content that children are playing/watching/listening to is appropriate for all children to watch.
- To the best of our ability, we will ensure that children will not take photos of one another on personal electronic devices. We will endeavour to ensure that all cameras are covered, but recognise that photos may be taken without our knowledge.
- Internet access must be disabled on all devices that are brought in from home.
- Staff and management will take no responsibility for any items lost or broken. Children are responsible for their own property.
- Children can sign their electronic games into the safe keeping box, all care will be taken to ensure children’s personal property is kept safe, however no responsibility will be taken by staff or management, all precious items and valuables should be left at home.
- Children will not be permitted to engage in “online gaming” experiences while at the service.
- It is the families’ responsibility to ensure that all items brought into the service have the children names clearly labelled.
- Rules relating to this policy will be noted on information available to parents.
- Conditions of enrolment will state that families have discussed the rules with their child before attending the service.
- Children are not to have access to personal social media on their devices while at the service.
- Games that allow for interaction between children’s devices must be age appropriate and rated G or PG.

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- Service devices will only have applications on them that have been approved for use by management and/or service coordinator.
- Service staff are not permitted to download games and/or applications onto devices without management or coordinator permission or allow children to download games onto these devices.
- Devices that are brought from home must be fully charged. We will not charge personal devices at the services.

## **Movies, Music and other Media**

### **Aim**

We believe that children's access to media should be appropriate to the age and stage of their development. All resources used for their play and leisure will be suitable for children to experience and not expose them to inappropriate or indecent materials.

### **Procedures**

- Staff will ensure that any music or music videos downloaded onto service devices are rated g or pg, if no rating applies the music should be suitable for children, with coordinators using best judgment to ensure content and language used in music is suitable for school aged children.
- Staff will ensure that any media content downloaded onto service devices is appropriate for children.
- Music should be radio edit and not have any bad language or inappropriate content.
- Music is to be streamed, downloaded and played on service devices only. Staff personal devices must not be used to play music at the service, during operational hours.
- Staff will ensure that any PG rated movies are appropriate to the age of the children viewing as some PG media should have a higher rating (if in doubt, do not allow children to watch it). Wherever possible staff should have watched any PG rated movie or show prior to watching it at the services (or on an excursion), so staff are aware of the content and its suitability for the children in our care.
- Any form of literature, books magazines, games and equipment used should be appropriate for children.
- Any equipment or media that advertise sex, drugs or alcohol will not be used, watched or played at our services.
- Parents/families are encouraged to discuss with the coordinator any equipment or materials they feel are not suitable for children.

### **Definition**

**Social Media:** (sometimes referred to as social networking) are online services and tools used for publishing, sharing and discussing information. It can include forums, blogs, Wikis, social networking websites, and any other websites that allow individual users to upload and share content.

- **Social networking sites:** are websites that allow you to create a personal profile about yourself and then chat and share information with others such as family and friends eg, Include but not limited to Facebook, Edmodo, Myspace, LinkedIn, Yammer etc
- **Video, audio and photo sharing websites:** are sites that allow you to upload and share videos, sounds and photos which can be viewed/heard by web users the world over eg, Include but not limited to Flickr, YouTube, iTunes U, Vimeo, SoundCloud, Snapchat, Instagram etc
- **Blog:** A blog (short for web log) is a kind of online diary, where you regularly post about your life, your hobbies, business, news or other interests. It is a way of having your own space in the virtual world eg, Include but not limited to WordPress, Blogger etc
- **Microblogging apps:** are websites that post micro-blog like posts to announce what you are currently doing eg, Include but not limited to Twitter, Yammer, Tumblr etc
- **Location-based apps:** (also known as Geolocation) are applications with the capability to detect and record where you and other people are located
- **Wikis:** are websites where users create, edit and share information about a particular subject or topic eg, Include but not limited to Wikipedia, Wikispaces etc
- **Online gaming:** are games played over some form of computer network and are often based around a community of users.

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- **News aggregation:** news aggregators provide a list of the latest news stories published by users from a range of different web sites eg, Digg
- **Ning:** an online platform for people and organisations to create custom social networks around specific interests. Ning offers the ability to create an invited closed community website with a customised appearance and feel, feature sets such as forums, blogs, photos, and videos
- **Forums or message boards:** are online discussion sites where people can hold conversations in the form of posted messages
- **Online multiplayer gaming platforms:** are multiplayer video games which are capable of supporting hundreds or thousands of players simultaneously and usually feature at least one persistent world (eg, World of Warcraft).
- **Instant messaging:** sending text or pictures message through mobile data or internet, Short Message Service (SMS), Multimedia Messaging Service (MMS),
  - Social networking sites (e.g. Facebook, MySpace, Instagram, LinkedIn, Bebo, Yammer etc)
  - Video and photo sharing websites (e.g. Flickr, YouTube, etc)
  - Blogs, including corporate blogs and personal blogs
  - Blogs hosted by media outlets
  - Micro-blogging (e.g. Twitter)
  - Wikis and online collaborations (e.g. Wikipedia)
  - Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
  - VOD (Video On Demand) and podcasting
  - Online multiplayer gaming platforms (e.g. World of War Craft, Second life)
  - Instant messaging (including SMS)
  - Geo-spatial tagging (Foursquare)
- **Technology is the study or use of systems (especially computers and telecommunications) for storing, retrieving, and sending information.**
- **Electronic games could be, but are not limited to;**
  - game consoles
  - tablets
  - Smart phones

## **Checklist for Staff**

- Do not befriend children from the centre on any form of social media or networking sites.
- Contact the manager if you notice any form of bullying or breaches on social media sites.
- Do not post or like any sites that promote racism, religion, hatred etc or that may be deemed as inappropriate in your role working with children, both on service social media or personal social media.
- Do not post or comment on any social media sites that may breach the terms of this policy (or your employment)
- Check internet access is disabled on devices children bring from home.
- Check camera lenses are covered on devices children bring from home.
- Check games, video and media are P or PG.
- Ensure children sign their personal electronic devices in and out of the safe keeping box.
- Observe children while playing their devices and act according to this policy

\_\_\_\_\_ end of policy \_\_\_\_\_

Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 19<sup>th</sup> September 2018**

**Media Policy is to be reviewed by the 19<sup>th</sup> September 2020**