



Ardrossan and Districts Community Kindergarten

CYBERSAFETY POLICY



“Keeping our children safe in a connected world”

RATIONALE

At Ardrossan and Districts Community Kindergarten, we promote the safe use of Information & Communication Technologies (ICT) to provide a rich learning environment for our children and to engage and communicate with our Kindergarten community.

This policy is intended to support staff and families in the provision of good cyber safety practices. It also covers our requirements to minimise risks to children's safety. This policy is applicable to all DECD staff, volunteers and contractors, children and their parents and the kindergarten community. It applies to activities related to accessing online services either on Kindergarten premises, at an off-site location and/or out of school hours.

In order to protect the children and respect the wishes of all members of our community, we ask that these security guidelines be followed by all staff, parents and Kindergarten community members when using personal social media such as Facebook, Flickr, Twitter and others.

Guidelines for families:

- You are most welcome to photograph or record your child while at Kindergarten or after-hours Kindergarten coordinated events (eg their first day of Kindergarten, family events, concerts or excursions)

HOWEVER!!!!

- If your photographs or video-recordings contain the image of children other than your own these **must not** be uploaded to any websites eg Facebook, emailed to third parties or reproduced/printed and used outside of your home (*note: at times there may be children enrolled whose parents have not granted permission for their child's image to be recorded or published outside of Kindergarten*)
- Please do show others the learning experiences documented within your child's Learning Journals, however please do not photocopy/scan and share with third parties any photographs containing the image of children other than your own
- Please! No online posting of details (eg dates, times and locations) of events organised by the Kindergarten (such as excursions, family picnics and morning teas)
- If the parent group wishes to create a closed-group social networking page as a communication tool or to organise outside of Kindergarten social events, the Kindergarten or its staff must not be named and the above dot points apply.

Guidelines for Kindergarten staff:

- Communicate with families using paper based and electrical media (digital content); this includes children's learning journals, newsletters, displays, emails, website and blog
- Any email contact from Kindergarten staff will only be with addressees permission (providing an email address is assumed permission to contact via email)
- Staff will provide families with optional information sessions and links to websites
- Obtain written permission from families before displaying their child's photograph at Kindergarten or using in any advertising brochures, and before publishing in any printed media including The Antics, Country times and The Advertiser
- Personal mobile devices or cameras may not be used to photograph or video children at Kindergarten or Kindergarten events. Site provided cameras and mobile devices will be used.
- Children will be closely supervised when using all ICT devices
- Internet sites will be only used for learning related activities and will be thoroughly supervised by staff. Websites will be previewed to ensure the content is age-appropriate and does not contain inappropriate material

Cyber safety and the Kindergarten website:

- Private information which could be used to identify or locate our children will not be accessible on any publicly available website e.g. locations of excursions
- Images of children will not be posted without written permission
- Geo-tagging will be removed from all images prior to posting
- Ardrossan and Districts Community Kindergarten has a social media presence and in particular has a Facebook page, which is used to communicate community events and community notices. Further to this we have established a family group for parents currently using our service where current newsletters and notes are posted. All comments made in our group will need to be approved by the Director/Staff prior to being posted.



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Photo Permission

All families will be provided with a photos permission form prior to enrolment and have the option on how their child's photographs can be used. Staff will be made aware of any children that are not allowed to be photographed for certain uses. This information will remain confidential and updated when needed.

If you require further information or are concerned about any aspects of this policy please speak to the Director.

DEFINITIONS

'Children' denotes all learners enrolled in DECD preschools who are minors

'Parent' refers to natural parents, legal guardians and caregivers

'Cyber-safety' refers to the safe use of the Internet and Information & Communication Technologies (ICT) equipment/devices, including mobile phones

'Geo-tagging' refers to the process of adding geographical (location) information to various media eg photographs

'Information & Communication Technologies ICT' refers to the Kindergarten's computer network, Internet access facilities, computers, and other ICT equipment/devices

'ICT equipment/devices' includes, but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies

'Digital content' refers to video, photographs, audio or written comments or children's work samples

'Social media' (also referred to as 'social networking') are online services and tools, accessed through the internet or mobile phones, and used for publishing, sharing and discussing information. The list of social media types is extensive with new and innovative social media sites being developed almost every day. Includes:

- **Social networking** sites (eg. Facebook, MySpace, LinkedIn),
- **Video, audio & photosharing** websites (eg. Flickr, YouTube, iTunesU, Vimeo)
- **Blogs** (eg. WordPress, Blogger)
- **Microblogging Apps** (eg. Twitter, Yammer, Tumblr)

- **Location-based Apps** (also known as Geolocation)
- **Wikis** (eg. Wikipedia, Wikispaces)
- **Online gaming** (eg. Steam)
- **News aggregation** (eg. Digg)
- **Forums or message boards**
- **Interactive gaming** (MMPORP's Massively Multi Player Online RolePlaying Games eg. Runescape or Second Life)

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a preschool environment.

RESOURCES AND DECD POLICIES

This policy has been informed by the DECD document *Cyber-Safety: Keeping children safe in a connected world: guidelines for schools and preschools* and aims to apply these guidelines in an age-appropriate manner that is relevant to our Kindergarten.

www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf

The *Cyber-Safety* guideline provides information about the policies and advice to be observed by schools and preschools under four sections:

- 1) Access and Security
- 2) User Identification and Passwords
- 3) Appropriate Behavior and Use
- 4) Acceptable Use Agreement

Please note that children enrolled at Aldgate Kindergarten will only be using ICTs under direct supervision and do not have individual access privileges. The *User Identification and Passwords* and *Acceptable Use Agreement* guidelines are currently deemed not applicable, but should be revisited if ICT access privileges are provided to Kindergarten children.

Relevant useful websites:

Office for the Children's eSafety Commissioner
<https://www.esafety.gov.au/>

The Alannah and Madeline Foundation
<http://www.amf.org.au/>

**Created and endorsed by families and GC
10/5/2017 and to be reviewed every 2 years**

Review Date 2019

Signatures

Director

Chairperson