



SOCIAL MEDIA (FACEBOOK) GUIDELINES

Rationale

These guidelines are provided to ensure all Social Media use at Agnes Goode Kindergarten follows and is in line with the DECD Social Media Guidelines.

Any member of our Facebook Group must agree to abide by the DECD Social Media Policy which can be accessed by following this link:

<http://www.decd.sa.edu.au/docs/documents/1DecdSocialMedia.pdf>

Agnes Goode Kindergarten has a Closed Group Facebook page. The Administrator at their discretion may approve members of the group, which includes:

- Parents of children currently enrolled at Agnes Goode Kindergarten in any given calendar year.
- Staff of Agnes Goode Kindergarten
- Appropriate DECD Staff

Any member of this group can post on this page. Posts will not be published until approved by the Administrator.

No photographs are to be tagged. Any tagging will be removed by the Administrator.

Photographs that are posted on this page are not to be shared or re-posted to any other page.

Any member posting anything deemed inappropriate will be removed from the Group and further procedures will be followed as per DECD Guidelines.

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 (see Consent form section).**
- **Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (eg, 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 (eg, 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.**

REVIEWED: Feb 2016

DATE FOR NEXT REVIEW: Feb 2017

AUTHORISED ON BEHALF OF GOVERNING COUNCIL: *K Wiseman, Director*