



BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC

ADMINISTRATION & MANAGEMENT

Title: SOCIAL MEDIA AND INTERNET

Status: Current

Date of Origin: Feb 2014

Policy No: P15

Last Reviewed: May 2024

POLICY STATEMENT

Brisbania Before & After School & Vacation Care Centre is committed to ensuring that technology is integrated into children's play, leisure experiences, projects, and practices. We support the appropriate use of technologies by children and educators and recognise that the children in our care will experience and engage with many forms of electronic media both in and out of the service. Our aim is to encourage all children to use and access information and communication technologies to express ideas, access images and information, and explore diverse perspectives, engaging these tools for designing, drawing, editing, and composing (My Time, Our Place Outcome 5). We believe that any use of social media must not place at risk the safety, health or wellbeing of children, educators, families, or visitors at the service (My Time, Our Place Outcome 1).

Definition

Social media: Interactive platforms and applications through which individuals and communities create and share user-generated content using accessible publishing technologies. Social media is distinct from industrial media, such as newspapers, television, and film.

Social media may include (although is not limited to):

Social networking sites (e.g. Facebook, MySpace, Instagram, LinkedIn, Bebo, Yammer)

Video and photo sharing websites (e.g. Flickr, YouTube)

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 and podcasting

Online multiplayer gaming platforms (e.g. World of War Craft, Second life)

Instant messaging (including SMS)

Geo-spatial tagging (Foursquare)

PROCEDURES

Unacceptable use of social media

Unacceptable social media behaviour refers to anything on social media that:

Has the potential to bring the service or the school age care sector into disrepute.



Discloses or discusses the service's confidential information.

Could be viewed as derogatory towards, or disparaging of staff, families, management, visitors, children or support agencies.

Educators will:

Consider the content and message of movies, television programs, electronic games and other devices and discuss these with children when deciding what is acceptable for them to engage with.

Not access a social networking site during working hours at the service via mobile phone or any other device.

Not use a personal camera or mobile phone to take photographs or video at the service or during excursions.

Not post information about the service, staff, management, families, visitors, or any matters relating to the service on a social networking site.

Not post photographs or video taken at the service or on an excursion on a social networking site.

Senior staff responsible for updating the service's website must not post names or recognisable photographs of staff, children, visitors, or family members on the website without written permission. Staff will also not post details on any social media regarding excursions or upcoming social outings in advance of the event.

Ensure that pirated DVDs or electronic games must not be used, as this is an illegal activity.

Ensure that only G and PG ratings are used in the service or on excursions.

Not be responsible for children's lost games or other equipment.

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.

Must not post information about the service, staff, management, families, or any matters relating to the service on a social networking site.

Ensure that any DVDs or games brought to the service by their children are rated G or PG only.

Must not use social media to harass or bully others.

Children:

May not access a social networking site.

May only use electronic media at the times specified by staff. DS games, computer games etc. must be G or PG rated only.

Must always leave mobile phones either in school bags or in the office unless specific permission to use the mobile phone has been granted by the educators.

Children must take responsibility for any electronic devices they bring from home.

Must not use social media to harass or bully others.

Compliance

Any breaches of this policy will result in an inquiry, which may lead to termination of employment in the case of educators or termination of child's placement at the service in case of breaches by families or children.



Serious breached may also result in legal action being taken by the service.

CONTINUOUS IMPROVEMENT/REFLECTION

Our social media Policy will be updated and reviewed annually in consultation with families, staff educators and management.

CONSIDERATIONS:

Education and Care Services National Regulations r73
National Quality Standard 1. 1, 2.3, 4.2, 5.1, 6.2 and 7.3.

Other Service policies/documentation

Providing a Child Safe Environment policy

Staffing policy

Confidentiality policy

Other

My Time, Our Place.

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