Sutherland Presbyterian Church Preschool

Managing Technology & Social Media Policy

Aim

To outline our policy on the responsible and respectful use of technology and social media in the educational setting including:

- *Electronic devices (computers, laptops, ipads, phones)*
- *Social media*
- *Photography*
- *Website*
- *Protection of privacy*

To outline our understanding of both the educational benefits and limitations of technology for children aged two to six years (our preschool children) and to embed this into daily practice at the preschool.

Implementation

Technology is a useful tool in the learning environment and for the management of the preschool. Various forms of technology are commonly used within our setting including the use of ipads and phones as well as computers.

Technology use surrounds children in our contemporary society. We believe it is our responsibility to handle its various facets with respect and care, being mindful of privacy issues both now and into the future. The use of technology also allows for an expanded learning platform eg research, sharing of information in the learning environment.

Rather than produce strict rules of use, we have decided instead to focus on encouraging wise and respectful use of all types of technology in areas that could affect the preschool setting.

Technology/ social media use within the preschool setting includes:

Platform name	Used by	Uses	Login and type
Ipads, laptops, phone, computer	Educators Administrators	Photography Documentation Research Music Child, family & educator records	Each device has its own login. This is not shared with others outside the preschool setting.
QikKids	Administration	Enrolment information Fees	Cloud based - login required by Director

			and office administrators
Kindyhub	Educators Families	Children's developmental records Includes photos of the children Communication with families and staff	Cloud based - login required by both parents and educators
Google Drive	Educators Administration Families	Policies Forms	Cloud based - login required Access to users as required per document. Master access through preschool account.
Preschool website	Current and future families	Advertising Provision of information	Public page Stock photos of children are used on this page Photos of children's faces are not used on this page. Photos of their work and hands/ feet are used.
Facebook page (public)	Current, past and future families Staff	Advertising	Public page. Photos of children's faces are not used on this page. Photos of their work and hands/ feet are used.
Facebook pages (private)	Families Staff	Communication between educators and families	Private - membership to groups are required.

Privacy

Users of technology and social media are requested to respect the privacy of those they are interacting with.

Children's Rights to their own image

We believe that children own the right to their own image and we respect the child's right to manage their own image. This includes refusal of use of their image

Parents are asked to only share photos of their own child on social media and not to share photos of another parent's child without their express permission. Educators are requested to not share photos of children from the preschool setting with others outside the setting who are not members of the child's family.

Staff and Parents

To allow staff and educators to maintain their privacy outside the preschool setting, we discourage "friending" between parents and staff/ educators unless this is necessary for educational reasons.

Responsibilities of staff:

Preschool staff are expected to be wise and responsible users of technology, including social media during both work time and when away from work.

As part of their employment, staff are requested to refrain from posting negative comments about their workplace on social media. Social media is considered an inappropriate method of expressing dissatisfaction, which would instead be better expressed and dealt with through a more suitable, direct and personal method. Staff should refer to our Educator policy for more information on managing grievances.

Photography

As part of the enrolment process photography of the children will be discussed with parents and permission will be required for inclusion of photos of their child in Kindyhub. This policy will be explained to parents at the time of enrolment and permission may be withdrawn at any time. The preschool will not place photos of the preschool children on social media and parents are requested to sign on enrolment that they will not post photos of children other than their own on social media.

On other occasions permission will be sought from both the parent and where possible, the child, for use of the child's image in advertising (parent handbook, welcome book or other).

Permission will also be sought to allow practicum students to take and use photos of the children for the purposes of their training. These images will be deleted when no longer required.

When on preschool premises or on preschool outings, parents are also requested to take photos of their own child only, unless permission has been given by the other child's parents. Preschool is unable to grant this permission.

Once a year professional photographers will attend the preschool to take photos of the children. Parents are not obligated to purchase these photos and can request their child not be in either individual or group photographs.

Bullying

As with direct interactions, bullying of any kind will not be tolerated and any behaviour which is demonstrated to contravene our Code of Conduct will be managed according to our setting's Complaints and Grievance Policies. In the case of family members of children enrolled in our preschool this may include the termination of their child's position.

Related Policies

Educator and Management Policy
Privacy and Confidentiality Policy

Review

The policy will be reviewed bi-annually by:

- Management
- Employees
- Families
- Interested Parties

Document Control

Date of last review: New policy
Date of current review: August, 2020.
Date of next review: August, 2022.

Approved by: Lisa Collins (Director)/ Barbara Black (Preschool Management Committee).