



Coowarra Out Of School Hours

Care Service Inc

Media and Technology Policy

POLICY STATEMENT

Coowarra OOSH 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).

SOCIAL MEDIA

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)
- Video and photo sharing websites (e.g. 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
- Instant messaging (including SMS)



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- Geo-spatial tagging (Foursquare)
- Emails

PROCEDURE

a) **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.

b) **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 personal social networking site during working hours at the service via mobile phone or any other device.
- Employees and families enrolled at the service who have created a personal blog should have clear disclaimers that the views and opinions expressed are the author's alone, and does not represent the views and opinions of the Cottage management. Educators must not post negative or specific comments about the service, staff, management, families, visitors, or any matters relating to the service on a social networking site.
- Employees must be respectful to the Cottage management, other employees, parents/families, investors in Coowarra OOSH, and competitors and must be mindful of how statements or images may be perceived by others. Any derogatory comments to or about employees, families or the service made on social media sites including by private message will not be tolerated both during and/or after employment at the service
- Not use a personal camera or mobile phone to take photographs or video at the service or during excursions.
- Not post photographs or video taken at the service or on an excursion on a social networking site.



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- Coowarra OOSH logos may not be used without written consent from the service Management Committee; this includes photos of employees in service uniform being uploaded onto social networking sites
 - Educators will also not post details on any social media regarding excursions or upcoming social outings in advance of the event.
 - Service email address is not to be used for personal use and all emails sent from the service address must be done so in a professional manner complying with service code of conduct policy.
 - Employees are not to connect or becomes friends with families of the service on social media websites, unless the employee have disclosed to service management that they know the family outside of Coowarra Outside of School Hours Care and approval has been given by service management
 - Employee and Employees immediate family are not to connect or become friends with any children enrolled or that have been enrolled at Coowarra OOSH until they have finished attendance at the service and are legally old enough to sign up to that social media website
 - 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.
 - 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 Disciplinary Action Policy.
 - The use of social media platforms, for personal use during work hours, is prohibited.
- c) 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 negative 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 other families or staff of the service.
- d) Children:**



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- May not access a social networking site whilst at the service.
 - May only use electronic media at the times specified by staff. Games etc. must be G or PG rated only.
 - Must leave mobile phones in the office at all times 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.
- e) **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 breaches may also result in legal action being taken by the service.

Use of the service website and closed Facebook page

The organisation operates a public website and public and closed Facebook pages which is maintained by staff 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.

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

- 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, 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



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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.
- 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 Disciplinary Action Policy.

Coowarra OOSH Educators Facebook group

- 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



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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.
- This page will be used for general notices, reminders, to gather feedback, share information,

Website

The website has been established to provide families and the community with information regarding our [service](#). 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 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 condition
 - It must be on a service owned device
 - It must be under direct supervision of an educator or staff member
 - 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

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



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safety or wellbeing of the staff, children or their families or any visitors to the service.

- 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 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.
- 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



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- 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.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
		Providing a Child Safe Environment Staffing Confidentiality

UPDATED AND ENDORSED: January 2023

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