



# ALDGATE KINDERGARTEN

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[www.aldgatekqn.sa.edu.au](http://www.aldgatekqn.sa.edu.au)

## CYBER SAFETY POLICY

At Aldgate Kindergarten we promote the safe use of Information and Communication Technologies (ICT). This creates a rich learning environment for our children and allows us to engage and communicate with our Kindergarten community.

This policy intends 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 and is applicable to all SA education department staff, volunteers, contractors, children, their parents/carers and the kindergarten community. In order to protect the children and respect the wishes of our community, we ask that these security guidelines be followed, particularly when using personal social media.

### **Guidelines for families:**

- Please respect the privacy of other children and their families at all times. We encourage you to photograph or record your child while at Kindergarten and/or after-hours Kindergarten events however if photos or recordings include other children these must not be uploaded to any websites (including social media), emailed to other people or reproduced/printed. If you are unable to attend an event, please ask staff to record your child and share with you on Seesaw.
- Do share your child's learning journals with family and friends. However, please do not scan and electronically share images containing children other than your own.
- If a parent group wishes to create a closed-group social networking page as a communication or networking tool, families are reminded to respect the privacy of others as well as considering the privacy of their own child.

*Note: there are often children enrolled at Kindergarten whose parents/guardians have not granted their permission for their child's image to be used outside of the Kindergarten. Please respect their decision to keep their child's image private.*

### **Kindergarten staff will:**

- Obtain written permission from families before using a child's image in any advertising brochures, on our website and before publishing in any online or print media. Parents may rescind their permission at any time and staff will then remove their child's image from prominent website images or advertising.
- Not use personal mobile devices/cameras/USBs to capture/store images or recordings of children.
- Closely supervise children when they are accessing ICT.
- Ensure the appropriateness of websites before sharing with children (note that restrictions are in place as per the department requirements), and only access the internet with children for learning related activities. As a precaution, internet filters will be in place.

### **Cyber safety and the Kindergarten website**

- Specific information which could be used to locate children (e.g. excursion locations and times) will not be published on our website.
- Images of children will not be posted without written permission from parent/guardian.
- The kindergarten will communicate with current and potential families via email, Seesaw and our website rather than a Facebook page. All content to our website will meet the requirements of this policy.
- All comments made in reference to our blog and Seesaw posts will be approved by staff prior to being posted.





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## Related resources:

**For parents:** Office of the eSafety Commissioner website <https://esafety.gov.au/>

**For staff:** Cyber-Safety: Keeping children safe in a connected world. Guidelines for schools and preschools

## DEFINITIONS

**'Children'** denotes all learners enrolled in SA education department 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.

**'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.

