



# Facebook Policy

We recognise both the benefits and challenges of using Facebook in the early childhood setting. This policy has been developed to provide employees families, volunteers and students with standards of use as they engage in conversations or interactions using Facebook for official, professional and personal use.

## Education and Care Schools National Regulations

Children (Education and Care Schools) National Law NSW	
727	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

## PURPOSE

Being part of the Farmhouse Montessori School entails a position of trust and responsibility. We aim to ensure that our School, children, educators or families are not compromised in any form on Facebook and that Facebook usage complies with our philosophy, relevant policies and the code of conduct.

## SCOPE

This policy applies to children, families, staff, management and visitors.

## IMPLEMENTATION

Facebook is a social networking website that allows registered users to create profiles, upload photos and videos, send messages and keep in touch with friends, family and colleagues.

We recognise that there are many advantages in using Facebook to network within School operations. It is important to approach usage with caution, through careful and systematic management. Whilst healthy debate provides stimulation, there are guidelines in place to ensure that our School remains open and welcoming for children, families and staff.

## School Facebook Account

Our School has a Facebook account to converse and share information with our families and community, which is administered by the school's admin department with guidance from the principal.

The intent for our School Facebook page is to:

1. Keep in touch with what's happening at the School, including upcoming and special events.
2. Connect with other parents and share your thoughts about programs, policies and procedures.
3. Provide an avenue to ask other parents their thoughts and help with common child rearing issues etc.
4. Provide educational purposes to families and employees and not for a personal nature.

## Privacy

- Staff and Educators must maintain appropriate privacy of families, employees, students, children and volunteers, including when they have obtained permission to publish content publicly.
- Passwords will not be shared without authorisation from management.
- Our School will remain up to date with any changes to Facebook, ensuring privacy setting remain up to date.
- Photos will remain private at all times.

## The Approved Provider or Nominated Supervisor will:

- Obtain authorisation from a child's parents prior to posting any photos of their child to the page
- Ensure personal information about families, children and staff is not posted online
- Ensure high privacy settings on the account
- Ensure all passwords are kept confidential
- Log out of Facebook when not in use and prior to leaving
- Regularly scan online content related to the School to ensure appropriateness

## QA 7 Facebook Policy

- Adhere to our Grievance Policy and Procedures to investigate any occurrences where a person working at the School may:
  - Posts photos or information of the School or children
  - Defames, harasses or bullies any other person who works at the School, or is connected to the School.
- Ensure that any staff or educator found guilty of any Facebook misconduct may result in termination of employment.

### The Approved Provider, Nominated Supervisor, educators, staff members, volunteers and students will not:

- Access personal Facebook accounts on any workplace device.
- Access personal Facebook accounts whilst educating and caring for children.
- Post any photos taken of the children enrolled at the School on their personal Facebook account.
- Vilify, harass or bully any other person who works at the School, family or community member connected to the School.
- Post offensive or derogatory comments or information that could bring their professional standing or that of the School into disrepute.
- Use their personal camera or phones to take photos or video while at the School unless approval has been granted by the Head of School and the pictures are downloaded onto a computer and then deleted off the said phone.

### Personal Facebook Account:

Staff members are to use their own personal discretion when adding a family of the School as a ‘friend’ on Facebook. The School does not recommend staff to add families of the School as they will be seen still as a representative of the School and held to the School’s Code of Conduct on all posts to their private wall. It is extremely important not to post information about the School, children or families on personal social media accounts.

Families are asked to respect that staff may have a personal policy on adding families due to their professional philosophy and that the School does not recommend staff to have families as friends on their private account.

Educators will adhere to relevant policies, including the code of conduct of the School.

### Consequences for inappropriate conduct:

For inappropriate conduct to be lawful, there is a need to demonstrate a connection between the behaviour and the employment relationship that:

- Is likely to cause serious damages to the relationship between the employee and employer
- Damages the employer’s interest
- Is incompatible with the employee’s duties as employee

### Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Schools National Law and the Education and Care Schools National Regulations 2015,
- ECA Code of Ethics.
- Human Schools [www.humanSchools.gov.au](http://www.humanSchools.gov.au)
- The NSW Work Health and Safety Act 2011 [www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx](http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx)

Policy Review Date

Feb 2-2019