

# **Perry St Child Care Centre and Elizabeth Gorman Memorial Kindergarten**

## **Social Media Policy**

**Purpose** – To ensure that Perry St CCC, its teachers, educators, carers and families are not compromised on social media.

**Legislation** – Privacy act - 1988

**What is Social Media and how does the policy apply-** Social Media can be defined as an electronic communications method that allows people to socialise or communicate on mass. Examples of social media are Facebook, Twitter, snapchat etc.

Social Networking is for personal use only and should not be accessed during work time. This includes accessing on mobile phones during shifts.

Social media networks are not a private means of communication and can be accessed by the public – therefore it is critical that Perry St employees do not share private information about centre families or other staff members on social media.

No information about what happens at Perry St should be posted on a social media website. This includes photos/video taken at the centre or on an excursion.

If a Perry St employee is found to have published on a social media page –

- Photos of a child or children enrolled at Perry St
- Comments or published documents about Perry St or its staff
- Information about any family or child in Perry St's care

Should a Perry St staff member do so – they will face an inquiry into the situation by the director and committee of management and depending on the severity of the situation face possible termination of employment.

Should harassment of any kind take place on a social media site such as, but not limited to sexual or verbal harassment or bullying, Perry St employees will face an inquiry from the director and committee of management into their actions and depending on the severity of the situation face possible termination of employment.

Should a family member related to Perry St harass an employee of Perry St via a social media website – the director and committee of management will conduct an inquiry into their actions and depending on the severity of the situation face possible exclusion from the service.

This policy complies with state and national laws and regulations regarding social networking websites. Should an employee breach a law on a social media site such as but not limited to defamation, the centre will contact the police and other relevant authorities and may commence legal proceedings without further notice.

This social media policy should also be used in conjunction with Perry St CCC communication forum Facebook page.