

## Perry St Communication Forum On Facebook.

### Introduction

Perry St Childcare Centre is fortunate to have an active parent community committed to supporting Centre Staff and the Committee of Management in providing the best possible care for their children.

In order to provide an easy way for parents to access our online calendar of events, share ideas about the centre and provide general feedback, the Committee of Management has established a Facebook Community page (forum) restricted to parents and staff of the centre. This offers parents an alternative communication channel which will provide further opportunity to support the centre, at a time that suits everyone's busy schedules. The following document outlines how to access the forum as well as some general guidelines for participation. Please note that the forum will be moderated by the Committee's online sub-committee and any posts that fall outside the group guidelines will be regretfully deleted.

### Guidelines

The Perry St Online Community ("forum") is provided by the Perry St Committee of Management and is designed to facilitate communication between parents on centre issues of a general nature.

This includes items such as:

- Newsletter articles such as room activity reports or excursion/incursion reports
- Requests for ideas and assistance with upcoming events/fundraising
- Discussion of draft policy and guidelines
- Updates on changes to Federal and State legislation relating to child care and any resulting changes to be implemented at Perry St
- Information about the symptoms and treatment of any contagious illnesses or medical conditions that have presented at Perry St
- Reminders to parents about seasonal clothing/sunscreen etc.
- Requests for donations of toys, books and/or art materials.
- Providing feedback to staff on current activities/program in the rooms, including any suggestions for future activities

Please Note:

**This is not a platform to discuss individual issues or concerns with Centre Staff. Please raise any individual concerns, particularly those concerning your child and their care, in person with the appropriate staff member. Online comments of an individual nature will be removed as they contravene the purpose of this forum.**

Only current parents/legal guardians and staff members are permitted to access the forum. Please note that it is not a requirement for staff to participate in the forum.

### Privacy And Security

Perry St policy on the publication of content relating to children at the centre applies within this forum. With this in mind, we ask participants to be mindful to:

- Not provide your account name or password to others (even if they are relatives)
- Not discuss children by name on the forum
- Use only first names when referring to staff on the forum
- Not provide personal or identifying details (such as your address or phone number)
- Refrain from adding photographs to the forum

### Photographs

We ask that parents do not load photographs onto the forum. Perry St Child Care Centre currently collects permission from parents/legal guardians to take photographs of children and to include them in Perry St newsletters/program display books etc. However, this permission does not extend to cover parents displaying photographs of children in the forum (even if the photograph includes their own child/children).

From time to time, staff may load photographs of children participating in activities or of their artwork etc. This will be done in accordance with existing policy on the creation and sharing of images of children, including obtaining permission from the parents/legal guardians of the child for such use.

Any photographs loaded onto the site that do not meet Perry St policy for the creation and sharing of images of children will be removed.

### **Rules for Online Forum Conduct**

The intent of this forum is help parents keep in touch and to ultimately improve the centre and its activities. If you don't agree with an idea, no problem – provide polite, constructive feedback and make an alternative suggestion.

Do not post anything that may:

- contain offensive or discriminatory comments;
- harass or 'stalk' any person;
- contain defamatory statements or personal attacks on others;
- reveal personal details or private information about any other person (or anything contrary to our privacy policy);
- be represented as being made under another person's name or by impersonating another person;
- contain commercial advertising unless you have written permission from the Perry Street Committee of Management to do so;
- contain excessively coarse language or content which would be rated R, RC or X by the Australian Classification Board (for more information please see the Office of Film and Literature Classification); or
- breach any intellectual property rights law
- be in any way criminal or illegal.

User accounts may not be shared, transferred, or sold to other parties, nor are they to be commissioned for use or access by any person or party except the User.

Members understand that forum content, whether it be text or graphic, is for general information purposes only. Specific advice, decisions and/or recommendations regarding the individual circumstances of a child or family at Perry Street should be sought directly from the Director, relevant staff, or the Committee of Management.

Perry Street Child Care Centre is not responsible for the accuracy, integrity or quality of information provided on the forum by members. Each member is solely responsible for any content posted by themselves.

The forum may contain links to other web sites. However, if such a link connects to a web site which in anyway contravenes these guidelines (specifically the rules for online forum conduct) then it shall be removed from the forum without notice. Perry Street Child Care Centre shall not be held responsible for the privacy practices or the content of linked web sites.

### **Termination of Forum Access**

Violations of the rules for online forum conduct will be referred to the Committee of Management. The Committee of Management reserves the right to immediately and without consultation either suspend or terminate the user's access to the forum. The user will receive notice of the Committee's decision and its reasons in writing.

Users who have had their account suspended or terminated may apply to the Committee of Management for re-instatement. The onus is on the user to show cause as to why they should be re-instated. If reinstatement is granted, the Committee may impose conditions and/or limitations to access on the user.

### **Liability**

Perry Street Child Care Centre, the Committee of Management and their respective directors, officers, employees and agents shall not be liable for any defamatory, offensive or illegal conduct of any user of the forum, or for any claims, losses, liability, costs or expenses arising from any user's violation of these rules, state or federal laws or regulations, or any third party's rights, including, but not limited to, claims of copyright infringement, patent infringement, misappropriation of trade secrets, libel, slander, trade libel, defamation, discrimination, harassment, invasion of privacy, or fraud