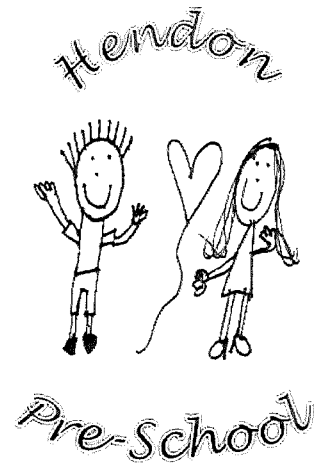


Hendon Pre-School

Cedar Ave, Royal Park 5014



SOCIAL MEDIA INFORMATION FOR FAMILIES

The use of social media websites and applications as a means of communication has grown rapidly over the last few years. The Department for Education endorses and encourages the use of social media as a legitimate tool for aiding communication and enhancing teaching and development.

We at Hendon Preschool believe there is a place for the use of social media to share information about the preschool and its educational programs with families and the community.

The account administrators of the social media will be responsible for updating the page with relevant information about the preschool, uploading photos of the educational program, promoting preschool events, responding to questions from the local community, creating links to the Hendon Preschool website or other relevant websites and moderating or removing any comments deemed to be unacceptable or inappropriate.

Upon enrolment families will be asked to sign a "permission to use likeness, image, voice, performance and/ or creative work of children" form and a Seesaw Agreement form

POSTING CHILD IMAGES AND WORK

To protect the interests of children, faces, personal or private information must not be included on any publicly available webpage.

When posting images of children or using their work the following apply:

- a consent form must be signed by the parent or guardian prior to taking images of any child who is under the age of 18 years
- images of children on a social media platform must not include any names identifying any of the children in the image, or any part of the face that identifies the child and care must be taken not to reveal personal information about the subjects
- only text identifying the preschool can be used and/or a description of the activity (eg, children from Hendon Preschool visiting the wetlands)
- parents should be aware of the privacy and security concerns of identifying their children online, within the 'acceptable use' conditions. If they still choose to identify their children, then it is their right.

Seesaw Digital Platform Agreement

Dear Families,

Clear communication is essential in establishing and maintaining effective relationships between home and preschool. At Hendon, the Primary School and Preschool will use the Seesaw App to communicate about what's happening, to show examples and evidence of learning and provide parents and caregivers with information.

Due to the busyness of the classroom environment, it is often difficult for educators to check messages regularly during the school day. Messages from home requiring urgent attention, such as change of pick-up arrangements, medical issues etc, should be communicated via phone calls.

While using Seesaw educators will:

- Check for parent contact regularly. There may be instances (e.g. excursions, part-time work, illness, and internet system issues) where staff are unable to do this.
- Reply to messages within two working days.
- Send either notes/photos/work samples out to families at least once per week.

Together, both educators and families, will:

- Communicate in an open and respectful manner, reflective of our school values of Kindness, Respect and Trust.
- Maintain the confidentiality of communications. Photos should not be downloaded, copied, shared or uploaded to online platforms or social media. Only the people signed up to the account should use the account.
- Communicate between 8 am and 5 pm. Communications outside of these hours will most likely only be seen by staff at the start of the next working day.
- Only provide positive feedback in response to work that has been uploaded. If you require clarification about a task please message the teacher.

We look forward to working together to continue to promote learning for our children both at preschool and home.

Kind Regards,

Hendon Leadership Team

Consent Form – Child/Student

Permission to use image, video, voice, and/or creative work of students and children

The Department for Education develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites and social media accounts). Students also publish their own materials on websites (eg school website, department website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for the Department for Education to create/use:

- photographs, video or audio recordings of my child
- samples of my child's work
- my child's first name and school/preschool/service name

and to distribute them in the following locations:

- printed publications (eg newsletters, year book, promotional material)
- secure intranet websites and publicly accessible websites, including social media accounts.

The permission will continue until I revoke permission in writing to the principal of the school, director of the preschool or manager of the service.

Any material placed on publically accessible websites under a Creative Commons licence will be available to download and use. This licence allows for the replication, distribution, display, performance and remixing of copyrighted work, provided that the author is credited.

Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

Signatures

Additional optional permissions (tick if yes)

- I also grant permission for my child to be photographed/recorded by external media organisations for publication/broadcast.

Name of child/student: _____
(Full name - please print)

Name of school/service: _____

Parent/guardian's signatures: _____
(Parent/guardian to sign) (Parent/guardian to sign)

Full name of parent(s)/guardian(s): _____
(please print) (please print)

Date: _____

Please provide signatures of both parents and/or guardians where possible.

This form must be filed in a central location at the school