



Government of South Australia

Department for Education and  
Child Development

## WILLOW CLOSE PRE SCHOOL

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## CYBER SAFETY AND SECURITY POLICY

“Keeping our children safe in a connected world”

At Willow Close Pre School, we promote the safe use of Information & Communication Technologies (ICT) to provide a rich learning environment for our children and to engage and communicate with our pre school community.

This policy is intended 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. This policy is applicable to all DECD staff, volunteers and contractors, children and their parents and the pre school community. It applies to activities related to accessing online services either on pre school premises, at an off-site location and/or out of school hours.

In order to protect the children and respect the wishes of all members of our community, we ask that these security guidelines be followed by all staff, parents and pre school community members when using personal social media such as Facebook, Flickr, Twitter and others.

### GUIDELINES FOR FAMILIES:

- You are most welcome to photograph or record your child while at pre school or after-hours pre school coordinated events (e.g. their first day of pre school, end of year graduation, disco, family picnics, concerts or excursions).

#### **HOWEVER**

If your photographs or video-recordings contain the image of children other than your own these **must not** be uploaded to any websites e.g. Facebook, emailed to third parties or reproduced/printed and used outside of your home (note: at times there may be children enrolled whose parents have not

granted permission for their child's image to be recorded or published outside of pre school).

- Please do show others the learning experiences documented within your child's Learning Journals, however please **do not** photocopy/scan and share with third parties any photographs containing the image of children other than your own.
- Please **do not** post any details (e.g. dates, times and locations) online of events organised by the pre school (such as excursions, family picnics and morning teas).
- If a parent group wishes to create a closed-group social networking page as a communication tool or to organise outside of pre school social events, the pre school or its staff must not be named and the above dot point applies.

If you require further information or are concerned about any aspects of this policy please speak with the Director.

#### **GUIDELINES FOR PRE SCHOOL STAFF:**

- Communicate with families using paper based and electrical media (digital content); this includes children's learning journals, newsletters, displays, emails, website and blog.
- To support the privacy of parental email addresses, all emails will be sent as Bcc (blind copy). Any email contact from other parties will only be with the addressees written permission.
- Staff will provide families with optional information sessions and links to websites.
- Obtain written permission from families before displaying their child's photograph at pre school or using in any advertising brochures, and before publishing in any printed media including The Courier and The Advertiser.
- Personal mobile devices or cameras may not be used to photograph or video children at pre school or pre school events.
- Children will be closely supervised when using all ICT devices.
- Internet sites will be only used for learning related activities and will be thoroughly supervised by staff. Websites will be previewed to ensure the content is age-appropriate and does not contain inappropriate material.

#### **CYBER SAFETY AND THE PRE SCHOOL WEBSITE:**

- Private information which could be used to identify or locate our children will not be accessible on any publicly available website e.g. locations of excursions.
- Images of children will not be posted without written permission.
- Geo-tagging will be removed from all images prior to posting.
- Willow Close Pre School will not create a social media presence and in particular will not create a Facebook page, instead will maintain a DECD

approved website. All content posted to this website will be with the permission of the Director to ensure it meets the requirements of this policy.

## DEFINITIONS

**‘Children’** denotes all learners enrolled in Willow Close Pre School

**‘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 e.g. photographs

**‘Information & Communication Technologies ICT’** refers to the pre school’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. Includes:

- **Social networking sites** (e.g. Facebook, MySpace, LinkedIn)
- **Video, audio & photo-sharing websites** (e.g. Flickr, YouTube, iTunesU, Vimeo)
- **Blogs** (e.g. WordPress, Blogger)
- **Microblogging Apps** (eg. Twitter, Yammer, Tumblr)
- **Location-based Apps** (also known as Geolocation)
- **Wikis** (eg. Wikipedia, Wikispaces)
- **Online gaming** (e.g. Steam)
- **News aggregation** (e.g. Digg)
- **Forums or message boards**
- **Interactive gaming** (MMPORP’s Massively Multi Player Online Role Playing Games e.g. Runescape or Second Life)

**‘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.

## RESOURCES AND DECD POLICIES

This policy has been informed by the DECD document “Cyber-bullying, e-crime and protection of young people” and aims to apply these guidelines in an age-appropriate manner that is relevant to our pre school.

Please note that children enrolled at Willow Close Pre School will only be using ICT equipment under direct supervision and do not have individual access privileges.

## RELEVANT USEFUL WEBSITES

Office for the Children’s eSafety Commissioner: <https://www.esafety.gov.au/>

Thinkuknow Cyber Safety Program: <https://www.thinkuknow.org.au/>

The Alannah and Madeline Foundation <http://www.amf.org.au/>