

# GUIDING PRINCIPAL ELECTRONIC & SOCIAL MEDIA

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY  
QUALITY AREA 3: PHYSICAL ENVIRONMENT  
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND  
COMMUNITIES

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## **Introduction:**

PCYC- Out of School Hours is committed to ensuring that technology is integrated into children's play, leisure experiences, projects and practices. We support the appropriate use of technologies by children and educators and recognise that the children in our care will experience and engage with many forms of electronic media both in and out of the service.

## **Governance:**

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

**Definition:**

- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services
- Social Media: Interactive platforms and applications through which individuals and communities create and share user-generated content using accessible publishing technologies. Social media is distinct from industrial media, such as newspapers, television, and film.
- Social Media may include (although is not limited to):
  - Social networking sites (e.g. Facebook, MySpace, Instagram, LinkedIn, Bebo, Yammer)
  - Video and photo sharing websites (e.g. Flickr, YouTube)
  - Blogs, including corporate blogs and personal blogs
  - Blogs hosted by media outlets
  - Micro-blogging (e.g. Twitter)
  - Wikis and online collaborations (e.g. Wikipedia)
  - Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
  - Vlog and podcasting
  - Online multiplayer gaming platforms (e.g. World of War Craft, Second life)
  - Instant messaging (including SMS)
  - Geo-spatial tagging (Foursquare)

**Electronic Entertainment**

- Games, movies and music requiring batteries or electricity, with preprogrammed content and the ability to change the source of the activity.

These may include:

- Computer games including but not limited to Wii, Xbox, Playstation, PC, Ipad, Ipod, Phone
- Movies (theatre/cinema, DVD, BluRay, Television)
- Television
- Music on CD's, DVD, BluRay, Radio

# Policy

## Unacceptable use of social media

Unacceptable social media behaviour refers to anything on social media that:

- Has the potential to bring the service or the school age care sector into disrepute.
- Discloses or discusses the service's confidential information.
- Could be viewed as derogatory towards, or disparaging of educators, families, management, visitors, children or support agencies.

## Educators will:

- Consider the content and message of movies, music, television programs, electronic games and other devices and discuss these with children when deciding what is acceptable for them to engage with.
- Not access a personal social networking site during working hours at the service via mobile phone or any other device.
- Not use a personal camera or mobile phone to take photographs or video at the service or during excursions.
- Not post information about the service, educators, management, families, visitors, or any matters relating to the service on a social networking site.
- Not post photographs or video taken at the service or on an excursion on a social networking site.
- Senior educators responsible for updating the service's website must not post names or recognisable photographs of educators, children, visitors or family members on the website without written permission.
- Ensure that pirated DVDs or electronic games must not be used, as this is an illegal activity.
- Ensure that only G and PG ratings are used in the service or on excursions.
- Ensure that parents/guardians are notified of any PG rated games and movies that children may play or view. Educators should place a notice with the name of game/movie beside sign in sheets. Parents should sign the PG Approval Form as they sign children in. Where there is no permission granted, that child must be provided alternate activities in an area where they cannot view the game/movie.
- Not be responsible for children's lost games or other equipment.

### **Families and Visitors:**

- May not use a personal camera or mobile phone to take photographs at the service or during excursions unless they are only taking images of their own child.
- Must not post information about the service, educators, management, families or any matters relating to the service on a social networking site.
- Ensure that any DVDs or games brought to the service by their children are rated G or PG only and must be original DVDs or games, not copies or pirated versions.
- Sign off on their approval for their child to play/view PG rated games and movies, or advise staff that their child cannot play/view.
- Must not use social media to harass or bully others.

### **Children:**

- May not access a social networking site.
- May only use electronic media at the times specified by educators. DS games etc. must be G or PG rated only.
- Must leave mobile phones either in school bags or in the office at all times unless specific permission to use the mobile phone has been granted by the educators.
- Must not use social media to harass or bully others.

### **Compliance:**

- Any breaches of this policy will result in an inquiry, which may lead to termination of employment in the case of educators or termination of child's placement at the service in case of breaches by families or children.
- Serious breaches may also result in legal action being taken by the service.

### **Use of personal technology by children within the service:**

Children's technology devices such as game consoles, ipads, iPods, tablets and mobile phones will not be accepted at PCYC OOSH Care. For the safety of the children in Care, the use of home devices and internet access cannot be adequately supervised.

While enrolled in the Service children may have access to a number of technology devices provided by PCYC OOSH, including Xbox, Wii, TV, DVDs and computers for the purpose of entertainment and research.

### **Educators will:**

- Provide educational and leisure based programs for children while attending PCYC OOSH service, families will not be required to bring in additional resources from home to occupy children.
- OOSH coordinator will inform families that children's devices should be left at home.

- If technology is used within the OOSH program it will be a programmed activity and will be used in an appropriate manner where children are using it to aide social interaction.
- PCYC Clubs will provide workshops in conjunction with NSW Police such as ‘Safer Internet Day’ to inform public of safe internet use for families.
- Club Managers to keep WIFI passwords private and theses passwords will not be on display for children.

**Families and Visitors will:**

- If the family still chooses to bring a device in for their child/ren they must have a conversation with the coordinator of the OOSH Care service with mutually agreed upon perimeters to keep children safe.
- Families that choose to still send along these personal devices into the Service will hand them into Educators on arrival so the device can be stored in the office until the child is collected in the afternoon.

**Children will:**

- Children must take responsibility for any electronic devices they bring from home.
- Children may not access PCYC Club WIFI
- Children may not play on device all day in isolation and not participate within the program.
- Give the device to an Educator to store in office or in locked filing cabinet.

**Compliance:**

- Serious breaches may also result in potential child protection issues.

**Date Approved:** February 2019

**Review Date:** March 2021

**Documents Considered:**

Education and Care Services National Law 2010

Education and Care Services National Regulations (Regulation 73)

My Time, Our Place – A Framework for School Age Care

National Quality Standards (1.1, 2.3, 4.2, 5.1, 6.2 & 7.3)

PG Approval Form

Providing a Child Safe Environment

Staffing