

# INFORMATION & COMMUNICATION TECHNOLOGY

(INCLUDING SOCIAL MEDIA AND INFORMATION SHARING PLATFORMS SUCH AS STORYPARK)



## AUTHORISATION

This policy was adopted by the approved provider of Greenbrook Kindergarten on 24<sup>th</sup> October 2021

**REVIEW DATE:** October 2023

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## PURPOSE

This policy will provide guidelines to ensure that all users of information and communication technology (ICT) at Greenbrook Kindergarten or on behalf of Greenbrook Kindergarten:

- understand and follow procedures to ensure the safe and appropriate use of Social Media and Information Sharing Platforms such as StoryPark
  - take responsibility to protect and maintain privacy in accordance with the service's *Privacy and Confidentiality Policy*
  - understand what constitutes illegal and inappropriate use of ICT facilities on Social media and StoryPark and avoid such activities.
  - understand and follow appropriate use of interactive ICT platforms, such as social media (*refer to Definitions*) and other information sharing platforms such as StoryPark (*refer to Definitions*).
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## POLICY STATEMENT

### VALUES

Greenbrook Kindergarten is committed to:

- providing a safe and healthy environment for all children, educators, staff and others using the service's ICT facilities and Information sharing platforms
- providing a clear set of guidelines in relation to the use of Social Media and our StoryPark App
- professional, ethical, and responsible use of ICT at the service
- ensuring that the use of the service's ICT facilities complies with all service policies and relevant government legislation
- providing management, educators and staff with online information, resources, and communication tools to support the effective operation of the service.

### SCOPE

This policy applies to the approved provider or persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians at Greenbrook Kindergarten.

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RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that the use of the service's ICT complies with all relevant state and federal legislation ( <i>refer to Legislation and standards</i> ), and all service policies ( <i>including Privacy and Confidentiality Policy and Code of Conduct Policy</i> )	√	√	√	√	√
Managing inappropriate use of ICT as described in <i>Attachment 3</i>	√	√			
Providing suitable ICT facilities to enable early childhood teachers, educators and staff to effectively manage and operate the service	√	√			
Authorising the access of early childhood teachers, educators, staff, volunteers, and students to the service's ICT facilities, as appropriate	√	√			
Embedding a culture of awareness and understanding of security issues at the service	√	√	√	√	√
Ensuring that the service's computer software and hardware are purchased from an appropriate and reputable supplier	√	√			
Identifying the need for additional password-protected email accounts for management, early childhood teachers, educators, staff, and others at the service, and providing these as appropriate	√	√			
Identifying the training needs of early childhood teachers, educators, and staff in relation to ICT, and providing recommendations for the inclusion of training in ICT in professional development activities	√	√			
Ensuring regular backup of critical data and information at the service	√	√	√		
Ensuring secure storage of all information at the service, including backup files ( <i>refer to Privacy and Confidentiality Policy</i> )	√	√	√		
Adhering to the requirements of the <i>Privacy and Confidentiality Policy</i> in relation to accessing information on the service's computer/s, including emails	√	√	√		
Ensuring that reputable anti-virus and firewall software are installed on service computers, and that software is kept up to date	√	√			
Developing procedures to minimise unauthorised access, use and disclosure of information and data, which may include limiting access and passwords	√	√			

Ensuring that the service's liability in the event of security breaches, or unauthorised access, use and disclosure of information and data is limited by developing and publishing appropriate disclaimers ( <i>refer to Definitions</i> )	√	√			
Developing procedures to ensure data and information (e.g. passwords) are kept secure, and only disclosed to individuals where necessary e.g. to new educators, staff or committee of management	√	√			
Being aware of the requirements and complying with this policy	√	√	√	√	√
Complying with all relevant legislation and service policies, protocols, and procedures.	√	√	√	√	√
Reading and understanding what constitutes safeguarding and maintaining privacy at Greenbrook Kindergarten ( <i>refer to Attachment 1</i> )	√	√	√	√	√
Maintaining the security of ICT facilities belonging to Greenbrook Kindergarten and keeping allocated passwords secure, including not sharing passwords and logging off after using a computer	√	√	√	√	√
Co-operating with other users of the service's ICT to ensure fair and equitable access to resources	√	√	√		√
Obtaining approval from the approved provider before purchasing licensed computer software and hardware		√	√		
Ensuring no illegal material is transmitted at any time via any ICT medium	√	√	√	√	√
Using the service's email, messaging Story Park app / or social media ( <i>refer to Definitions</i> ) facilities for service-related and lawful activities only	√	√	√	√	√
Reading all StoryPark correspondence, Including the information letter and documentation regarding the disclaimer and permissions. By agreeing to / signing the disclaimer and permissions form, parents and guardians understand and agree to not share any photographs/videos of any child other than their own to any other social media platforms, phone or internet applications or via any other form of communication such as email and hard copy prints This also applies to other people who the parent / guardian invites & authorises to access the child's portfolio. For example, a grandparent. ( <i>Refer to Attachments 1 &amp; 2</i> )				√	
Ensuring electronic files containing information about children and families are kept secure at all times ( <i>refer to Privacy and Confidentiality Policy</i> )	√	√	√		√
Responding to a privacy breach in accordance with <i>Privacy and Confidentiality policy</i> .	√	√			
Complying with this policy at all times to protect the privacy, confidentiality and interests of Greenbrook Kindergarten employees, children and families	√	√	√		√
BOLD tick √ indicates legislation requirement					



## BACKGROUND AND LEGISLATION

### BACKGROUND

The ICT environment is continually changing. Early childhood services now have access to a wide variety of technologies via fixed, wireless, and mobile devices. While ICT is a cost-effective, timely and efficient tool for research, communication and management of a service, there are also legal responsibilities in relation to information privacy, security and the protection of employees, families, and children.

State and federal laws, including those governing information privacy, copyright, occupational health and safety, anti-discrimination, and sexual harassment, apply to the use of ICT (*refer to [Legislation and standards](#)*). Illegal and inappropriate use of ICT resources includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment (including sexual harassment, stalking and privacy violations) and illegal activity, including illegal peer-to-peer file sharing.

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Broadcasting Services Act 1992 (Cth)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Crimes Act 1958 (Vic)
- Classification (Publications, Films and Computer Games) Act 1995
- Commonwealth Classification (Publication, Films and Computer Games) Act 1995
- Competition and Consumer Act 2010 (Cth)
- Copyright Act 1968 (Cth)
- Copyright Amendment Act 2006 (Cth)
- Cybercrime Act 2001 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Freedom of Information Act 1982
- Health Records Act 2001 (Vic)
- Information Privacy Act 2000 (Vic)
- National Quality Standard, Quality Area 7: Governance and Leadership
- Occupational Health and Safety Act 2004 (Vic)
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Protected Disclosure Act 2012 (Vic)
- Public Records Act 1973 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Spam Act 2003 (Cth)
- Trade Marks Act 1995 (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved Provider, Nominated Supervisor, Notifiable Complaints, Serious Incidents, Duty of Care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Cyber safety:** The safe and responsible use of technology including use of the internet, electronic media, and social media in order to ensure information security and personal safety. There are three main areas of risk to safety:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interactions with other users (including bullying)
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

**Defamation:** To injure or harm another person's reputation without good reason or justification. Defamation is often in the form of slander or libel.

**Disclaimer:** Statement(s) that seeks to exclude or limit liability and is usually related to issues such as copyright, accuracy and privacy.

**Electronic communications:** Email, instant messaging, communication through social media and any other material or communication sent electronically.

**Encryption:** The process of systematically encoding data before transmission so that an unauthorised party cannot decipher it. There are different levels of encryption available.

**Information sharing platforms:** Describes the exchange of data between various organisations, people and technologies This can include but no limited to Dropbox, Google Drive, SharePoint, Skype for Business, One Drive and StoryPark

**Security:** (In relation to this policy) refers to the protection of data against unauthorised access, ensuring confidentiality of information, integrity of data and the appropriate use of computer systems and other resources.

**Social Media:** A computer-based technology that facilitates the sharing of ideas, thoughts, information and photos through the building of virtual networks and communities. Examples can include but not limited to, Facebook, YouTube, WhatsApp, Facebook Messenger, TikTok and Instagram

**Spam:** Unsolicited and unwanted emails or other electronic communication.

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## SOURCES AND RELATED POLICIES



### SOURCES

- Acceptable Use Policy, DET Information, Communications and Technology (ICT) Resources:  
<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>
- IT for Kindergartens: [www.kindergarten.vic.gov.au](http://www.kindergarten.vic.gov.au)

### RELATED POLICIES

- Code of Conduct
- Complaints and Grievances
- Curriculum Development
- Enrolment and Orientation
- Governance and Management of the Service
- Occupational Health and Safety
- Privacy and Confidentiality

- Staffing



### EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
  - monitor the implementation, compliance, complaints and incidents in relation to this policy
  - keep the policy up to date with current legislation, research, policy and best practice
  - revise the policy and procedures as part of the service's policy review cycle, or as required
  - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk
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### ATTACHMENTS

- Attachment 1: Procedures to safeguard and maintain privacy
  - Attachment 2: StoryPark Information Letter and Disclaimer / Permissions form
  - Attachment 3: Unacceptable / Inappropriate use of ICT facilities
  - Attachment 4: Social Media and Information Sharing Platform Guidelines
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## ATTACHMENT 1. PROCEDURES TO SAFEGUARD AND MAINTAIN PRIVACY

***As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:***

Parents / guardians are asked to carefully read all StoryPark correspondence, including the information letter and documentation regarding the disclaimer and permissions. By agreeing to / signing the disclaimer and permissions form parents and guardians understand and agree to not share any photographs/videos of any child other than my own to any other social media platforms, phone, or internet applications or via any other form of communication such as email and hard copy prints

- No photographs taken within the kindergarten setting or at kindergarten special events that feature other children in addition to your own child / ren are to be posted for public viewing.
- No public discussions are to be held or comments made on social media sites or Greenbrook StoryPark Community posts regarding the kindergarten children, staff or committee business that could be construed to have any impact on the kindergarten's reputation or that would offend any staff member or parent using the kindergarten.
- Discussions / photographs are only allowed if authorised consent has been given for appropriate use on our Kindergarten's Private Story Park App / for marketing fund raising / special events /program news (See attachment 2. for information given out to parents relating to StoryPark)
- Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality or that are deemed to be of a detrimental nature to the kindergarten or other employees, or posting/publishing photographs of the setting, children, or staff (without authorisation) may face disciplinary action in line with the kindergarten disciplinary procedures.
- Staff, students, volunteers, and parents / caregivers are aware that information, comments, posts, tweets etc that are shared on social media:
  - Can be used in a court of law to support legal proceedings.
  - Can be deemed defamatory, slanderous, or libellous and are considered as any comments would be if they were spoken or written.
- Any comment deemed to be inappropriate is to be reported to the President or other committee member.
- In order to ensure professional boundaries Kindergarten staff, students or volunteers should not accept personal invitations to be friends from parents, carers or children that use the kindergarten unless they know them in a personal capacity.

## INFORMATION ABOUT STORYPARK 2021

Dear Greenbrook Kindergarten Families,

Within our River Red Gum and Growling Grass Frog groups each child will have an online portfolio through the Storypark platform. We use Storypark for information sharing for all our documentation, individual planning, notifications and notices.

Storypark has really helped us to improve information sharing and to make sure all families have real time access to their child's documentation, progress notes and photos as well as access to information about what is happening at kinder and in our community. We think it has improved communication between kindergarten and families, especially for our working families who don't get the chance to be at kindergarten.

It's also helped to stop producing paper-based information to better meet our commitment to being environmentally friendly.

Feedback from our families indicates Storypark has been fantastic.

Some key points about Storypark are:

- You will be given a permission form. The form will ask you to accept or decline being part of Storypark and ask for permission for photo/video sharing.
- You must have a working email to sign up. Once we receive your permission form back, we will send you an invitation to join. All the information you need to sign up is in the invitation.
- If you already have Storypark for your child at another service, you can link the 2 when you accept our invitation. We cannot link profiles after this point.
- You can download the Storypark for Families app in Google Play or App Store. You can sign in using the app and have real time notifications through the app. The app is free.
- No one, except the educators and yourself, can view your child's profile. You can choose to share your child's profile with other family members if you want to. No other kindergarten families will be able to access your child's information.
- There is a community page where any information that is for everybody will be shared. Educators will share newsletters, information about events, important notifications etc on the community page. If you give permission, we will also share photos with your child on the community page.
- Only invited members of the kindergarten community will see the community page.
- Storypark have a high-level commitment to cyber safety, including continually testing their system to minimise any potential threats from hackers. You can find out more about their safety measures by visiting:

<https://www.storypark.com/au/child-safety/#>

- You can communicate directly with your child's educator/s through the 'conversations' feature. You can also comment on any stories or planning we share to your child's portal.



- If you decide not to join Storypark, communication will be via email.

We believe using Storypark makes children's learning more visible to families and give you a better overall understanding of what your child is doing, how they are learning and their progression.

Families are better connected to what is happening at kinder and we have reduced the need to look for misplaced notices!

You can find out more about Storypark at:

<https://www.storypark.com/au/families/>

Kind regards,

Greenbrook Kindergarten Educators.

# STORYPARK DISCLAIMER & PERMISSIONS

## DISCLAIMER:

*I have received and read the information Greenbrook Kindergarten has shared with me about Storypark and I understand I **MUST NOT** share any photographs/videos of any child other than my own to any other social media platforms, phone, or internet applications or via any other form of communication such as email and hard copy prints. **This also applies to other people who I invite & authorise to access my child's portfolio. For example, a grandparent.** (Please tick).*

YES PARENT / GAURDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NO PARENT / GAURDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PERMISSION TO JOIN STORYPARK

I, \_\_\_\_\_ parent/guardian of

Child: \_\_\_\_\_ (please circle your child's group) in **Growling Grass Frog Group / River Red Gum Group**, Greenbrook Kindergarten:

(Please tick your choice)

**GIVE PERMISSION** for Greenbrook Kindergarten to add my child to Storypark

**DO NOT GIVE PERMISSION** for Greenbrook Kindergarten to add my child to Storypark

## PERMISSION TO SHARE PHOTOGRAPHS

**GIVE PERMISSION** for photos and videos of my child/my child's name to be shared to the Storypark community pages.

**GIVE PERMISSION** for group photos/videos in which my child appears and my child's name to be in learning stories shared with other children.

**DO NOT GIVE PERMISSION** for photos/videos of my child/my child's name to be shared to the Storypark community pages.

**DO NOT GIVE PERMISSION** for group photos/videos in which my child appears and my child's name to be in learning stories shared with other children.

- *I understand it is my responsibility to inform Greenbrook Kindergarten IMMEDIATELY if there are any changes to this permission form.*

PARENT/ GUARDIAN SIGNATURE: \_\_\_\_\_

Date:    /    / 20

### ATTACHMENT 3. UNACCEPTABLE/INAPPROPRIATE USE OF ICT FACILITIES

Users of the ICT facilities (and in particular, the internet, email, social media, and Story Park profile provided by Greenbrook Kindergarten must not:

- create or exchange messages that are offensive, harassing, obscene or threatening
- carry out activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech or material that ridicules/discriminates against others on the basis of race, nationality, creed, religion, ability/disability, gender, or sexual orientation
- exchange any confidential or sensitive information held by Greenbrook Kindergarten unless authorised as part of their duties
- harass, slander, intimidate, embarrass, defame, vilify, seek to offend, or make threats against another person or group of people on social media or the comments section of Storypark community posts
- breach copyright laws through making copies of, or transmitting, material contained on the Greenbrook Storypark app.

Breaches of this policy

- Individuals who use ICT at the service for unlawful purposes may be liable to criminal or civil legal action. This could result in serious consequences, such as a fine, damages and/or costs being awarded against the individual, or imprisonment. The Approved Provider will not defend or support any individual using the service's ICT facilities for an unlawful purpose.
- Management, educators, staff, parents, volunteers, and students who fail to adhere to this policy may have their access to the service's ICT facilities (Storypark) restricted/denied.

Reportable Conduct Scheme:

Allegations of child abuse and child related misconduct made against any employer, volunteer or contractor will be investigated and reported to the Commission for Children and Young People who will oversee the investigation

Category: critical — offensive material

This category includes other types of restricted or offensive material, covering any material that:

- includes sexualised nudity
- involves racial or religious vilification
- is unlawfully discriminatory
- is defamatory
- involves sexual harassment or bullying

Category: serious

- This category includes any use which is offensive or otherwise improper.
- The categories do not cover all possible breaches of this policy. Matters not covered by the above categories will be dealt with on an individual basis and on the relevant facts.

## ATTACHMENT 4. SOCIAL MEDIA AND INFORMATION SHARING PLATFORM GUIDELINES

The below directives are essential to the safety and wellbeing of staff, children, and their families, and to ensure that Greenbrook Kindergarten operates in a professional and appropriate manner when using social media and/or information sharing platforms.

Staff, parents / guardians, students and volunteers must exercise extreme caution using ICT facilities when accessing social media and/or information sharing platforms involving Greenbrook Kindergarten.

It is a breach of confidentiality and privacy to make posts or comments about children, families, staff or management from Greenbrook Kindergarten on social media sites or the community post section on StoryPark without consent or authorisation. It is also an offence under current legislation, to record or use a visual image of a child, including transmitting the image on the internet, without the written consent of the child's parent.

Greenbrook Kindergarten specifically requires that, unless you have the express permission, you:

- Do not video or photograph anyone, or post photos or personal details of other Greenbrook Kindergarten staff, children, or families.
- Do not post photos or videos of Greenbrook Kindergarten staff, children or families on your personal Facebook page, or otherwise share photos or videos of staff, children or families through social media;
- Do not create a Greenbrook Kindergarten branded Facebook page, or other pages or content on social media that represents Greenbrook Kindergarten, its staff, children or families without authorisation from the approved provider.
- Do not post anything that could embarrass or damage the reputation of Greenbrook Kindergarten, colleagues, children, or families.

### Consequences of unacceptable use of social media or StoryPark

- Greenbrook Kindergarten will review any alleged breach of this policy on an individual basis. If the alleged breach is of a serious nature, the person shall be given an opportunity to be heard in relation to the alleged breach.
- Greenbrook Kindergarten may request that any information contained on any social media platform that is in breach of this policy be deleted.
- **Reportable Conduct Scheme:**  
Allegations of child abuse and child related misconduct made against any employer, volunteer or contractor will be investigated and reported to the Commission for Children and Young People who will oversee the investigation