

ICT AND SOCIAL MEDIA POLICY

***Governance and Management Criterion 2-** To ensure that parents know how to access information about the service's operation and their child's education and care. The purpose of this operational policy is to ensure our tamariki receive a 21st century education, and we make best use of available ICT to interact with staff, families and whanau, while protecting everyone's safety and privacy.*

DETAILS

We embrace ICT in our centre and use it in the following ways:

- **Facebook-** We have a private "Tots On The Rock Community of Learners" Facebook page, it is for private use for families, whanau and staff only. It can only be accessed by invitation or approval by Tots Management. Families and children who no longer attend will be removed from the page
- **Educa-** This is a portal for connecting with parents and sharing stories about their child. This is a private forum for families, whanau and staff, again it is by invitation only. It offers families a chance to view their child's stories and progress and contribute to their learning journey.
- **A learning tool-** we also use I pads as a learning tool to play songs, ideas for activities, for storytelling, language learning, and so on. Staff will use their professional discretion when accessing online content.
- **Media-** Occasionally we may have a movie day or when it is the Christmas holidays and there are only a few children here we may have some movie time, any content we show will be G rated.
- **Images-** any images/digital recordings taken by staff for learning journeys, facebook etc will be taken where possible on a centre iPad or camera and only with the permission of the parents at enrolment time
- **Talking Tree Hill-** images taken at Talking Tree Hill will be taken on the phone or device of the staff member on the Talking Tree Hill roster for that term. These images will be uploaded to Tots computers and or Facebook and then deleted from their device
- **Staff Use of Social Media-** Staff must ensure that their use of online media remains professional, they must be aware of their audience and use good judgment and consider how they impact on the centre, the staff, the children and their whanau. Staff must also consider the confidentiality of the Tots Community in their online and social media interactions.

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