Social media guideline

This guideline is a recommended course of action under the operational policy framework. Any edits to this page must follow the process outlined on the creating, updating and deleting policy documents page.

Overview

This guideline provides practical advice about how to use and manage social media in an education and child development setting. The guide is suitable for schools, preschools and corporate offices and applies both during and outside of business hours.

It recommends actions for employees using social media and stresses the need to maintain professional boundaries between staff and students.

Scope

This guideline applies to all staff, volunteers and contractors working within or for the department who use a social media platform in their professional capacity, or who identify themselves as a departmental employee, volunteer or contractor in a personal capacity. It has been developed to assist staff to use social media to:

- engage internally with staff or with the wider community as a communications tool

- showcase children and students' work

- integrate with, and facilitate, teaching and learning

- administer social media platforms in an authorised capacity, or make contributions in a professional or personal capacity on education-related issues.

Although this guideline considers the use of social media platforms, and social media aspects of cloud applications or services, it doesn't consider information security or privacy risks of using a cloud or externally hosted application or service. Refer to the cloud-based applications section for further details.

Detail

What is social media?

Social media (also referred to as social networking) refers to a range of online services and tools used for publishing, sharing and promoting interaction and dialogue.

Social media can improve both communication with parents and carers, and learning and development for children and young people. Social media is about interaction and people expect to see regular updates and posts because, unlike traditional websites that communicate information and help to complete tasks, social media is more like having a conversation.

This means that posts need to be regular and responsive to questions or comments made by readers. Responding quickly will make your audience feel welcome, which helps your community grow.

Planning

Social media can be an effective tool for communicating and building relationships with your community or stakeholders, though planning must be done to make the most of the technology and avoid risks.

Thinking about your resources, your time, your audience, what you want to say, and where you are planning to say it will help you put effective processes in place to make the best of social media.

Before creating school-based social media accounts, you should publicise the purpose for the accounts with parents, carers and the school governing council.

For advice on how to use social media or to find out what tools might be best suited to help you achieve your objectives, contact the Communications directorate on Education.SocialMedia@sa.gov.au.

Documentation

A social media process should be created to document who will be responsible for your social media accounts (the account administrator) and their role.

Local processes, user agreements and protocols should be reviewed annually, or as conditions of use or licensing arrangements change. Social media platforms are dynamic and terms of use and licensing may change without notice.

Staffing and resources for commenting and moderation

You will need time to moderate and reply to feedback and questions, and the more activity that occurs on the site, the more time this will take.

There are various technical skills and knowledge needed by your social media administrator. They should:

- be familiar with social networks and how they work
- have an understanding of the code of conduct, and ethical and professional behaviours
- have the authority to respond to feedback and enquiries
- know when to seek advice from others, eg about content of response, how to respond, or legal and ethical advice
- know when to escalate the matter for response by leadership
- be confident in uploading or linking to files
- know how to link to other online content such as web pages, videos and images.

Purpose and audience – some useful questions

The answers to the following questions will help you decide whether social networking is the right approach.

Corporate business units are encouraged to use the department's social media accounts or existing communications channels. Executive director approval is needed to launch additional social media accounts.

- What do you want to achieve by sharing your content online, and particularly through social media? The answer to this question should match your business objectives and strategic plan.

- How will you and others benefit? Some possible answers might be to solve a problem, cut red tape, save time or money, or to avoid frustration.

- Who is your audience? How can you help them?

- Do you have more than one audience? Do your audiences require different information or resources? If you have more than one audience, do you need to provide information in different ways or different places?

- What action do you want people to take when they read, watch or hear your content? What will you do to make this happen? Where is the best place to share content to make this happen?

- How will you measure your success?

- Will you post or share content from other services and agencies? If so, do you have guidelines that indicate what is in scope and what is out of scope?

- How will your content be found? How will people know to find it there?

- How will you link from one resource to another? Who can access it? Are there any privacy or confidentiality issues?

- Will people have to go out of their way to find your content or will you take the content to them?

- What networks and sites do your audience currently use? How will you link to or from related content?

Networks and tools

Once you have defined your purpose and audience, and have a clear idea about the type of content you will be posting, you should have an idea about what social networks will suit your purpose.

An open community on the web is visible to everyone worldwide. You can have a closed community if you need to restrict information and comments to a specific group of people. If you need an extra level of security, it may be appropriate to host the network on your own servers.

If you use more than one social network, consider how you will decide where to put content and how you will create links between websites. Consider providing links to additional information from each space so your audience can get to the information they want, and so you can direct them to additional content or resources.

Setting up your account

When you have decided which network to use and are ready to set up your account, you will need to:

- identify your school, preschool, service or organisation

- identify the account as being managed by a South Australian government school, preschool or service

- inform the Communications directorate (via Education.SocialMedia@sa.gov.au) of your new social media presence.

Branding and identification

Your account must identify as being a part of the Department for Education in the biography section.

Use your logo for your profile picture and an image representative of your school, preschool or site as the cover image.

Community guidelines and policies

It's a good idea to have guidelines that document your online community's rights and responsibilities, including:

- the rules of participation in the community or group
- whether members need to be approved before they can see content or respond. If so, how long will it take for their membership to be reviewed and approved?
- whether the membership of the group is limited, and if so, to who?
- what you would like people to share or do in the group
- what is and is not acceptable to post or share, eg no commercial advertising, no nudity, no swearing
- consideration of whether comments will be reviewed and moderated before they appear on the page or website, and if so, how long it will take for their content to be reviewed and approved
- if your group requires content to be shared under a particular licence, eg CC-BY-NC and what rights, if any, others have to use and reuse the content uploaded and posted to the group.

You need to decide the rules of your own community. Contact the Communications directorate (via Education.SocialMedia@sa.gov.au) for a community management plan template to assist with planning.

Content

Content schedule

Planning what you want to say, as well as when and how to say is important.

Plan a content schedule before you get started. Social media is about interaction and people expect to see regular updates and posts.

Start by creating a content calendar by listing known activities, events and dates involving your community. You can also make a note of things that you'd like to share that are not associated with a particular date to give you some rainy day posts for times you are short of content.

You may like to schedule regular updates, such as a blog post every Tuesday, or the first Tuesday of every month. Your community and followers will come to expect these regular releases and will start looking for them.

If you will only be posting new updates once a week or once a month, share this in your profile information so that your followers know what to expect.

Setting up a content schedule will help you to identify:

- what resources and content you already have that can be used as is or re-purposed in some way to share via social media
- activities, events or information about what you do that can be shared, or provide content for your social networks
- whether you have already shared information or if you need to create resources for the activities or events
- whether you could video activities and events, or take photos
- how much time you will need to allocate to managing and coordinating your social media and websites
- the content life cycle and whether a resource or content will only be relevant or available for a period of time
- how often you will review or update content, and when or how you will remove or archive it.

What you can post

If you are confident that you have taken your ethical, legal and duty of care obligations into account you can post any number of things online.

When you are posting snippets of information, it's a good idea to provide links to more information and related content.

Schools and preschools use a number of different ways to communicate with parents and the community, such as newsletters and meetings. Social networks should not replace other communication channels traditionally used by your school or preschool. It should be viewed as an additional channel where people can interact with you and the content you post.

Ideas for what you might post

For events, you could share:

- event information or links to event information
- event posters
- video promotions
- photos and videos of event highlights, or speakers and presentations.

For school or students projects, you could:

- ask questions
- start discussions
- provide updates, videos or photos to show progress
- share what you've learned
- show how your project is related to news or events
- connect with other classes
- tell people about your achievements, awards and recognition
- share tips on how others could do a similar project
- ask people what they think
- tell stories related to the project
- showcase the final project.

See consent forms for information on permission to use student images and work in a public forum.

To provide information to parents, you could:

- send reminders to parents about events and activities
- remind them about due dates
- share things that would normally appear in the school newsletter
- share information from other sources that may be of interest to parents
- link to a resource
- provide a short blog or post
- ask for feedback
- call for volunteers.

You can also use your social media posts or feedback to add news items and general interest stories to your school newsletters.

Posts will also help you:

- ask for feedback, ideas or advice
- find out how others do things
- build professional networks – teachers often refer to these as 'professional or personal learning networks' (PLNs)
- use social media in the classroom as a teaching tool.

Contact details

Provide a contact email address. It's a good idea to use an email address for a role rather than a person, eg Education.SocialMedia@sa.gov.au or dl.0000.info@school.sa.edu.au. This ensures that people will be able to contact you should staff change.

Copyright ownership of your content

Read the social network's use agreement or licence to ensure that the department retains copyright and ownership of posted content before confirming that you agree to the terms and conditions.

The department must have copyright and ownership of content.

Moderating, responding and commenting on content

Social media is available 24/7 and people will take advantage of this to post comments and ask questions at any time, day or night.

Commenting on posts by others

Unlike traditional websites, social media is about interaction and having a conversation. If you are not able to dedicate time and resources to respond, it might be better to share information via your existing website.

Responding to questions and comments quickly will make your audience feel welcome and help your community grow. By welcoming new members and commenting on their posts you will help build their confidence to contribute to the community and likely encourage others to join.

Removing inappropriate or abusive content quickly will help your audience feel safe and build trust.

Moderation

Moderation is the act of reviewing and approving content from others.

The administrator should check the social media site at intervals during the day. This may include occasionally monitoring social media channels outside of working hours where necessary. In the majority of cases the comments and questions can wait until the next working day but there should be a process in place so that timely action can be taken when offensive or abusive comments are posted, or when the comments reflect immediate danger or self-harm.

If staff notice inappropriate or unlawful online content relating to the department , it should be reported to the Communication directorate's Social Media team via Education.SocialMedia@sa.gov.au or 8207 2197, or to the Media unit via Education.MediaUnit@sa.gov.au or 8226 7990, during office hours.

If an issue occurs after normal business hours and you believe the situation requires urgent attention, contact the Media unit hotline on 8226 7990 or South Australia Police on 131 444 and follow their advice.

Removing content

The aim of social media is to promote conversation. Moderation is not about removing comments and content that you don't like or that you disagree with, it's about ensuring content is relevant, on-topic and respectful.

As a guide, content should be removed that:

- is abusive, offensive in nature or contains offensive language

- is bullying, harassing, defaming or giving offence to other people

- contains personal or cultural attacks or insults

- promotes hate of any kind

- is potentially libellous or defamatory

- is off-topic or spam

- contains plagiarised material

- contains commercial content

- is unauthorised copyright material

- is detrimental in any way.

Some social media platforms allow you to set a profanity filter that will automatically block or hide offensive comments. This feature is usually located within the settings function of your profile.

Inappropriate content

Inappropriate content includes any content that could be seen as:

- pornographic, obscene or offensive

- harassment (racial, religious, sexual orientation, physical characteristics, gender, ability, disability, economic status)

- impersonating by using another person's online profile to access social networking

- intimidation or threatening behaviour.

Write down the web address and the name or username of the person posting the defamatory material. You may also take a screenshot or picture and print the defamatory material, whether you are able to delete it or not. Sometimes you may not have the rights to delete material.

Contact the social media network or community in question, eg Facebook or check their help section for the process for reporting content of this nature.

If inappropriate content is posted, the police may need to be involved. Please ensure you are aware of the contact numbers for your local police service area.

The misuse of school, preschool or department-endorsed social media may require disciplinary action.

If you are unsure what to do contact the Communications directorate via Education.SocialMedia@sa.gov.au or 8207 2197 for advice.

Things to keep in mind when using social media

Nothing is private on social media

Once you post, it is potentially there forever, even if your privacy settings are such that access is limited. Remember, the privacy policy of a social media site may change without your knowledge.

Staff in education and care settings are expected to model responsible and respectful conduct to the children and young people with whom they work. Staff need to consider the electronic social environments they utilise as part of this community and employer expectation.

The internet does not provide the privacy or control assumed by many users. Staff must appreciate that no matter what protections they place around access to their personal sites, what they post on social media is still at risk of reaching an unintended audience and being used in ways that could complicate or threaten their employment.

When using personal social media accounts, staff should be aware that:

- they have considered the information and images of them on their accounts and are confident that these represent them in a manner acceptable of their role in working with children and young people

- they do not have children or young people in their education community as friends on their personal or private accounts

- comments on their accounts about their workplace, colleagues or children or young people, if published, would not cause hurt or embarrassment to others, risk claims of libel, or harm the reputation of the workplace, their colleagues or children and young people.

Treat vulnerable children and people carefully

Vulnerable children and people need special consideration and can be defined as those whose circumstances or personal characteristics place them at increased risk of harm when using social media. This may include children under Court Orders where contact between a child and another person, including a family member may be unlawful, eg children under the Guardianship of the Minister, children subject to a Witness Protection Order, children subject to a Family Court Order.

Review linked information

Links to other websites should be reviewed regularly to make sure that they're still working and appropriate.

The content linked to via social media accounts will often reside on your own school, preschool or department's website, so ensure it is kept up to date.

Links to external websites must not breach the department's social media for schools and preschools policy. Accounts can be compromised when externally linked websites have changed to something undesirable.

Not everyone uses social media

It is important to consider how those who do not use social media can access important information by using a mechanism other than your social media platform, such as your website or newsletter.

Ask for advice when you need it

Whether it's advice about a legal or ethical concern, or just how to manage a difficult person, there are groups within the department that can offer advice. See the get help section of these guidelines.

Speak positively to and about your colleagues, students and their families

Be respectful and professional in your duty of care and when communicating and referring to colleagues, students, parents or carers and their families.

Remember that students are responsible for their own actions outside of school hours. Students can be suspended or excluded by the school for behaviour that threatens the safety or wellbeing of a student, member of staff or another person associated with the school, even if this behaviour occurred outside of school hours or off-site.

Educators, staff and volunteers can also be held accountable for their actions outside of business hours. The department recognises that staff may wish to use social media in their personal lives, however it is essential they understand that posts and comments made on social media are as public as if you were making the same comments to the media or at a public forum. All staff should recognise the potential damage that may be caused, directly or indirectly, to the department as a result of their personal use of social media. It is recommended that staff have strong privacy settings on their social media profiles.

Suggested reading:

- protective practices for staff in their interactions with children and young people clearly defines the boundaries for staff in their interactions with children and students in using social media.

- the South Australian Public Sector Code of Ethics I includes a requirement for public sector employees, at all times, to conduct themselves in a manner that will not bring 'them, the agency in which they work, or the public sector or Government into disrepute'.

Making connections – following, friending, subscribing

It may not be appropriate to make connections with everyone who follows your accounts, eg liking, subscribing or following. You should:

- develop guidelines to help you make decisions about who you might follow, friend, like or subscribe to

- not friend students or their parents on Facebook, not even with a teacher presence. You can like a page or participate in a group together, but don't add them as a friend

- not friend, follow or subscribe to posts from under-aged students or children

- be aware that some people create accounts to spam you, block or report these accounts

- decide whether you will follow, friend, like or subscribe to all of your users. Think about whether there are any risks, such as whether:

    - they might be students, minors or parents

    - they might have inappropriate content on their profile or accounts

    - there might be a conflict with the department's policy or reputation.

Duty of care, ethical and legal obligations

Duty of care

If you are working with children, young people or vulnerable people, you have a duty of care for their wellbeing and must be aware of your legal and ethical obligations before posting any personal details, their name, photos, video and work.

The principal, preschool director, manager or their nominated delegates must ensure appropriate standards are maintained with particular focus on removing any information that may identify a student or child.

You must ensure appropriate standards are maintained and no public information should identify a student or child.

Privacy, confidentiality and sensitive content

If there are likely to be any privacy or confidentiality issues, or if content is of a sensitive nature, you need to consider whether it should be posted at all. If you are unable to make this decision, you should seek advice and help from your leader, manager or from units like Legal Services or the Communications directorate. See the get help section for contact details.

Whether you own the content

You will need to consider whether copyright permissions or a license that allows you to share content or resources is required.

Consent forms

If you are using images of children, adult students or adults who are not employed by your school or preschool or the department or the department, you will need to obtain consent before using any images and videos. These forms are available in a multiple languages.

- Consent form - child (PDF, 551.1 KB)
- Consent form - adult (PDF, 139.1 KB)
- Consent forms – translated.

Posting student or child images and student work

To protect the interests of students and other children, personal or private information must not be included on any publicly available social media account.

When you have permission and have met child protection obligations, you can post photos and videos and share news.

Where any doubt exists regarding the sensitivity of the information, steps must be made to limit access to a specific, relevant group of users, eg use a closed community instead of a public one or host your own community.

When posting images of students or using their work:

- a consent form must be signed by the parent or guardian before taking images of any child or student under the age of 18 years

- schools and preschools must ensure each child shown in the image has a signed consent form

- where a photograph is taken of a group of students, (eg, six students have a signed consent form on record but one has not), the image can't be used unless consent is obtained for all students

- images on a social media account must not include full names identifying any of the children or students and care must be taken not to reveal personal information about them

- only text identifying the school or preschool can be used or a description of the activity, (eg students from Somewhere High School performing at the Dream Big festival)

- only photographs with students in standard school uniform or day clothing can be used, and photos of single students and of children and students in swimming attire should be avoided

- 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. In the case where parents disagree, do not identify the child or student.

Some social media platforms allow people to tag images with names and may also use facial recognition to identify the subject of a photo. In some spaces these options can be restricted or switched off. You may need to consider this when choosing what social media platform to use as it may affect what you post. If you have the appropriate permission or authority and have met child protection obligations, you can post photos and videos, as well as share news, sports carnivals, parent-teacher evenings and make announcements.

Additional written consent by the parent or guardian must be obtained by the school, preschool or organisation before publishing full names of children where they appear in media articles (eg, for awards or recognition of effort).

Cloud-based applications

Principals and preschool directors are accountable for the protection of their students' information. When student or parent information is sent outside the secured EDSAS program and made externally available via cloud or third-party applications, such as Daymap, Sentral, SEQTA, Accelerus, Scorelink, MARKiT or miniMarkIt, there is a potential risk of unauthorised access to this confidential information.

Where your social media platform is part of an externally accessible application, ensure:

- an information security and privacy risk assessment has been completed and identified actions to manage risk are undertaken

- password management systems are compliant with the department's ICT security standard

- the external application only contains the minimum amount of sensitive information required.

If you would like further information or advice on using cloud or externally accessible applications, contact the ICT Assurance team via Education.ICTAssurance@sa.gov.au.

Online safety (cyber-safety)

Information and advice for educators, parents and students

The Office of the eSafety Commissioner leads online safety education for the Australian Government and protects Australian children when they experience cyberbullying by administering a complaints scheme.

The website has quality resources for teachers, parents, children and young people about online safety, including social media. It is a good resource to share with parents who have questions and concerns about social media. Tools are available to help parents have informed conversations with their children about online safety.

The Office of the eSafety Commissioner also deals with complaints about prohibited online content.

Inappropriate social media practices between students out of school

Children and young people are held accountable for their actions outside of school hours where it has an impact on the wellbeing of others and the school environment.

Existing school behaviour management policies apply for bullying and harassment, even if the incident occurs outside of normal school hours.

Educators should inform children and young people about their responsibilities both at school and at home.

Educators and other staff can also be held accountable for their conduct outside of business hours.

For more information about cyber safety read making our sites safer: e-crime guidelines for site leaders (PDF, 103.5 KB).

Training

The Office of the eSafety Commissioner offers a variety of free virtual classroom presentations to primary and secondary students and teachers.

ThinkUKnow is an internet safety program delivering interactive training to parents, carers and teachers through primary and secondary schools across Australia, using accredited trainers. Created by the UK Child Exploitation and Online Protection (CEOP) Centre, ThinkUKnow Australia has been developed by the Australian Federal Police (AFP) and Microsoft Australia, and is supported by ninemsn.

Online defamation

If the defamer is a student or staff member, contact the department's Legal Services directorate on 8226 1555.

If the defamation is being perpetrated by a member of the community (this includes parents and carers), avoid responding until you have received legal advice.

Write down the web address, the name or username of the person posting the defamatory material. You may also wish to take a screenshot or picture and print the defamatory material, whether you are able to delete it or not. Sometimes you may not have the rights to delete material.

Contact the social media network or community in question, eg Facebook, or check their help section for the process for reporting content of this nature.

Contact your legal advisor for legal advice if the content is not removed and you wish to pursue this at your own costs. Even if defamatory comments directly relate to your work, the government does not generally cover the legal costs of pursuing defamation.

Copyright, intellectual property and licensing

The department owns the intellectual property of original material published on its own websites and social media accounts. This includes changes made to information originating elsewhere.

Intellectual property is protected by law. Information originating from elsewhere can be published if the author or copyright owner gives written permission to use the information. This permission must include a statement that the supplied material does not infringe a third party's copyright.

Some useful websites that provide information and advice about copyright are:

- Smartcopying - information and advice for teachers and educators
- Australian Copyright Council - information for students and the public
- Creative Commons Australia - information about creative commons licensing.

If you have any copyright, IP or licensing concerns please contact Legal Services on 8226 1555.

Records management

All South Australian government agencies, schools, preschools and services must keep a copy of their social media posts and comments and conversations resulting from the posts.

This includes:

- parental feedback
- anything that may have policy implications
- anything that may have legal implications, eg if you remove inappropriate content a record may be required for future reference.

Common practice among schools and preschools is to save a screenshot of each social media post and its related comments in a secure location. Some social media platforms offer the ability to back up data, making it very easy for administrators to ensure they have a copy of everything posted over a period of time.

Get help

In general, the first point of contact is your school leader, preschool director, line manager or director.

Suspected crime and criminal activity

If a suspected crime has occurred, the South Australian Police must be contacted by the school or caregiver, parents or guardians. Ensure you are aware of the contact numbers for your local service area.

General information and advice regarding e-crime can be found on the e-crime intranet page.

Legal, ethical and copyright concerns

For advice about legal, ethical or copyright concerns contact the Legal Services directorate on 8226 1555.

Communications

The Communications directorate may be able to help you manage a difficult situation or topic. They can also provide you with templates to help you to develop a communication plan and strategy.

For strategic communications assistance, email Education.Comms@sa.gov.au or call 8226 1083.

For advice on how to use social media or what tools might be best suited to help you achieve your objectives, email the Digital Communications team on Education.SocialMedia@sa.gov.au or call 8207 2197

For advice on managing media issues and enquiries, email the Media unit on Education.MediaUnit@sa.gov.au or call 8226 7990.

Access, unblocking sites

In general, the first point of contact is your school leader, preschool director, line manager or director.

Educational settings, preschools and schools

Speak with your IT personnel who will be able to lift any local filters. If this doesn't fix the issue, contact the ICT service desk on 8204 1866 (1300 363 227 for regional callers).

Corporate sites

Contact the ICT service desk on 8204 1866 (1300 363 227 for regional callers).

Roles and responsibilities

Communications directorate

Administer department social media policies and procedures.

Provide strategic advice, support and development of social media applications and tools.

Distribute support materials and tools to support staff in their use of social media.

Develop and maintain appropriate standards, guidelines and tools for social media use.

Manage and monitor the department's social media platforms.

Assist school and preschool leaders and ICT professionals with social media implementation and use.

Principals, line managers and ICT coordinators

Ensure approval for social media activity from their principal or director.

Ensure the ICT requirements for establishing social media activities and profiles are in place.

Broadly consult with the community before establishing social media use.

Ensure cyber-safety use agreements are in place for all staff, children and students.

Ensure that staff are aware of, understand and comply with the social media policy.

Provide relevant training to teachers, carers and young people who will be using social media.

Ensure protective practices are in place to safeguard teachers, carers and students.

Provide processes for staff and students to identify and report offensive online material or behaviour.

Act quickly to remedy issues when they arise and support staff and students through these processes.

Model best practice social media usage.

Ensure that ICT access has appropriate safeguards in place to protect students.

Educators

Ensure approval has been granted for social media activity from the relevant principal or director.

Teach keeping safe: child protection curriculum.

Teach strategies to maintain a positive online presence and protect identity.

Teach children and students how to identify and avoid inappropriate materials.

Ensure that the site conforms to department branding standards and clearly identifies the school or preschool.

Children and young people

Follow the cyber-safety use agreement of the school or preschool.

Avoid any involvement with material or activities that could put personal safety at risk, or the privacy, safety or security of the school or other members of the school community.

Apply cyber-safety strategies and instructions when using social media.

Definitions

social networking

Websites that allow you to create a personal profile about yourself and then chat and share information with others such as family and friends, such as Facebook, Snapchat, Instagram, LinkedIn, Yammer.

video, audio and photo sharing

Websites that allow you to upload and share videos, sounds and photos that can be viewed or heard by web users the across the world, such as flickr, youtube, itunes U, vimeo, SoundCloud, Tumblr.

blog and microblogging

A web log is a type of online diary where you regularly post about your life, your passions, business, news or other interests. It is a way of having your own space in the virtual world, such as WordPress or Blogger.

location-based apps

Also known as Geolocation. Applications with the capability to detect and record where you and others are located.

Supporting information

Related legislation

Work Health and Safety Act 2012

Related policy documents

Social media for schools and preschools policy

Protective practices for staff in their interactions with children and young people guidelines for staff working or volunteering (PDF, 398.9 KB)

Code of ethics for the South Australian public sector

Information privacy and confidentiality standard (PDF, 226.4 KB)

DPC Circular 023: private sector endorsements on government public communications

ICT security standard (PDF, 737.0 KB)

Internet access and use standard (PDF, 230.9 KB)

Acceptable use policies for schools, preschools and children's services sites standard (PDF, 471.7 KB)

Practical guide for the use of email and the Internet guideline (PDF, 803.9 KB)

Information management policy – custodianship and ownership (PDF, 148.6 KB)

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Amendment(s): minor editorial changes, fix broken document links.

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Approved by:

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Version: v1.0

Approved by:

Approved date: December 2012

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Amendment(s): approved.

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