

Last updated: October 2024

Guidelines for Acceptable Use of Kudos Kids & Co Policy for School Administration:

Purpose:

To ensure that student privacy is respected when using the Kudos Kids & Co platform and that school administrators enforce policies designed to protect students while ensuring educator compliance.

Guidelines:

1. Educator Awareness:

School administrators must ensure that all educators are fully informed about the privacy policies associated with the Kudos Kids & Co platform. These policies are available at www.kudoskidsandco.com.au. Regular updates and reminders about these policies should be provided as necessary.

2. Training and Support for Policy Adherence:

School administrators are responsible for providing educators with initial training and ongoing support on the importance of adhering to these policies.

Training should include:

- Proper use of the Kudos Kids & Co software, ensuring that only the minimum amount of personal information necessary to perform the intended functions of the software is stored.
- Avoiding uploading photos or videos that include identifiable students unless it is essential or parental consent has been obtained.
- Understanding what information can be disclosed and to whom.
- Appropriate use of notifications and alerts within the platform.
- Regular reminders of the Schools' Privacy Policy and the proper handling of personal information. Annual refresher training sessions should be conducted, with continuous reminders to reinforce compliance.

3. Consent Management:

A list of students whose parents or guardians have not provided consent for participation in the Kudos Kids & Co platform must be maintained. This list should be regularly updated and made easily accessible to all relevant educators via the administration platform.

4. Content Review and Approval:

Educators are required to review all content uploaded to the Kudos Kids & Co platform. If any content features students who do not have parental consent, it must either be removed or blocked from being uploaded. Educators must ensure that content aligns with the consent policies in place.

5. Management of Inappropriate Content:

Educators are responsible for reviewing, managing, and removing any inappropriate content, including photos or captions that do not meet the school's guidelines or community standards. This includes ensuring that all uploaded content adheres to the school's digital content policies and broader ethical standards.

6. Leadership Team Review of Parent Access:

The school's leadership team should review whether any students or families have safety concerns, including those related to family violence or legal disputes, which may impact parental access to the Kudos Kids & Co platform. Adjustments to platform access should be made accordingly, with sensitivity to the student's and family's safety and privacy needs.

Student Identifier Use Policy:

Kudos Kids & Co does not recommend the use of government-issued student IDs as the primary identifier for children on the platform. The decision regarding the choice of identifier remains at the school's discretion.

By subscribing to our services, you acknowledge that you have read, understood, and agreed to abide by the terms and conditions outlined in the Guidelines for Acceptable Use- Policy for School Administration.