



Cooperative Play Academy Inc.  
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## USE OF SOCIAL MEDIA and PHOTOGRAPHS GUIDELINES and POLICY

The use of Facebook, Twitter, Instagram, YouTube, blogging and various other social media is commonplace. This policy is intended to provide Cooperative Play Academy Inc. families with guidelines for the use of any photographs and social media.

1. Members **DO NOT** have permission to reveal any information that compromises Cooperative Play Academy Inc. Sharing personal information about the teachers, director, students or families, or anything that is proprietary and/or confidential to them or Cooperative Play Academy Inc. is forbidden.
2. While using any Cooperative Play Academy Inc. maintained social media sites (Facebook, etc.), **DO NOT** tag or reference by name other people in photos, videos, etc.
3. Cooperative Play Academy Inc. has a Private Facebook Group for enrolled families. All members must be approved before joining. This group is for sharing detailed information about Field Trips, Special Events, etc. Pictures from class, participation calendars, etc. will also be shared in this group. Members **DO NOT** have permission to post personal business or advertisements to the group.
4. Members **DO NOT** have permission to post a Live Feed during any Cooperative Play Academy Inc. classes, Special Events, etc.
5. Cooperative Play Academy Inc. members should **neither** claim nor imply that they are speaking on behalf of Cooperative Play Academy Inc.
6. **Never** post anything that could compromise the self-esteem of students or families who attend, or are members of Cooperative Play Academy Inc.
7. **Always** respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. Cooperative Play Academy Inc. members should **never** post negative comments about other preschools, members or teachers. Also, please **do not** post negative comments about school activities such as special events, fundraising events, etc.
8. Photographs are occasionally used for Cooperative Play Academy Inc. displays, photo albums, fundraising request letters, thank you notes, etc. Photographs are occasionally used on Cooperative Play Academy Inc. social media sites (website, Facebook, etc.) or for Promotional Ads / Advertising. Names will not be used to identify photographs.
9. If I **do not** want photographs, with my child in them, to be used for Cooperative Play Academy Inc. purposes, I will contact the Director and President before the start of school.

*Cooperative Play Academy Inc. does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, disability, national origin, ancestry, age, or United States military service veteran status.*