



## **Use of Technology and Social Media Policy**

### **Guidelines for conduct on center social networking and/or other web sites.**

Posting of Photographs and/or videos of children, other than your own is prohibited including but not limited to photographs or videos of children obtained through hand held devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.

Any breaches of the centers policy on the use of technology and Social Media identified must be promptly reported to the director.

Posting of photographs or videos of children with written permission from the parent to do so on file is permitted

General Center information/updates may be posted with prior approval from the director.

Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information is prohibited.

Maintain professional boundaries in the use of electronic media.

Social networking/Media parent/staff relationships are limited to center sites and approved devices only.

Staff/Parent communication is limited to center sites and personal sites, with center director's permission.

Posting of live feeds obtained through handheld devices including children with written permission from the parent to do so on file is permitted.

Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

Posts that may reveal the centers current, off site location are prohibited.

### **Pixie Preschool uses/may use the following social media/networking and/or other websites:**

- **Pixie Preschool's Website**
- **Facebook**
- **Instagram**
- **Pinterest**
- **Twitter**
- **You Tube**

## **Television, Ipads & Computers**

It is the policy of Pixie Pre-School to limit the use of a television and other video equipment to educational and instructional use. The movies shown shall always be age and developmentally appropriate and shall not be used as a substitute for planned activities or for passive viewing. Videos shown will not be longer than 30 minutes.

It is our policy that computers should not be part of a preschooler's curriculum. Therefore, we do not offer computer time to our students.

\_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)



**This social media policy applies to parents and members of staff at Pixie Preschool**

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, and Pinterest etc.)
- Blogs
- Discussion forums
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)
- It is essential to maintain the privacy and security of all our families. We therefore require that:
  - No photographs taken within the Pre-School setting or at Pre-School special events and outings with the children are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
  - No public discussions are to be held or comments made on social media sites regarding the Pre-school children or staff that could be construed to have any impact on the Pre-School's reputation or that would offend any member of staff or parent using the Pre-School. Social media
  - Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
  - In the event that a staff member or pre-school family name the organization or workplace in any social media they do so in a way that is not detrimental to the organization or its service users.
  - Staff or Parents should report any concerns or breaches to the Director. Any member of staff or parent found to be posting remarks or comments that breach confidentiality, bring Pre-School into disrepute are deemed to be of a detrimental nature to the Pre-School or other employees, or posting/publishing photographs of the setting, children or staff without expressed written permission may face disciplinary action in line with the Pre-School disciplinary/expulsion procedures. Any comment deemed to be inappropriate is to be reported to the Director, and any action taken will be at their discretion. General guidelines for using social media:
    - Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
    - Remember that no information sent over the web is totally secure and as such, if you do not wish the information to be made public refrain from sending it through social media.
    - Maintain professionalism, honesty and respect.
    - Apply a "good judgement" test for every social media post you make.
    - Pixie Preschool will utilize email as a main form of electronic communication to parents and staff. Pictures and other photo documentation will be posted on Facebook or Instagram when appropriate permission is granted by parents.
    - Pixie Preschool maintains Facebook and Instagram pages for marketing and communication purposes. Pictures will be posted occasionally for special events if permission is granted by the parent.

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(Signature)

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(Date)