

## Use of Technology and Social Media

### Our center currently administers and maintains:

- Brightwheel - Daily Reports and direct text messaging service to teachers
- Remind App - Text Alerts to phone of things to remember and for inclement weather notifications
- Facebook - TELC business page, upcoming events, school happenings, inclement weather notification
- TELC website -[www.telceducation.com](http://www.telceducation.com) - general center information

### Guidelines for Conduct on Center is Social Networking and/or Other Websites:

TELC recognizes that parents may engage in "social networking." However, use of social media also presents certain risks and carries with it certain responsibilities, especially when minors are involved. Accordingly, this policy addresses the use of technology and social media as it pertains to The Early Learning Center, "TELC."

You are personally responsible for the content you publish on blogs, wikis or any other form of user-generated social media. Please remember that the internet never forgets and to act responsibly with the information you are entrusted with. The following are prohibited acts under this policy:

- Posting of any and all confidential, proprietary, personal/private, or sensitive information relating to (current or former) enrolled children and their families or staff that you may have access to.
- Posting of photographs or videos of children, other than your own, is prohibited including but not limited to photographs or videos of children obtained through

handheld devices, computers, video monitoring, or any other electronic device or transmission.

- Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting TELC, individuals or groups associated with TELC and the like.

- Social networking/media and/or unauthorized electronic communication relationships between enrolled families and staff, unless a relationship existed prior to enrollment or working at TELC.

Please discuss with the Director any special circumstances of personal parent/staff electronic communication for consideration. Any breaches confirmed or suspected, of this policy shall be promptly reported to the Director or the Director's designee. Prohibited activities brought to our attention by any person by any means will be responded to accordingly (i.e., conference, suspension, expulsion, and/or notifying local authorities). Designated staff may post general center information and pictures of children with parental approval. However, the use of social media/networking and/or other websites is prohibited when supervising children.