**Use of Technology and Social Media Policy**

**& Policy of Parental Notification**

Our center uses the following social media/networking/ and/or other websites:

Center Website: executive-kids-of-verona.com

Facebook: <http://m.facebook.com/executivekids/?ref=bookmarks>

Guidelines for conduct on center social networking and/or other websites:

1. 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 hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission.
2. Any breaches of the center’s Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.
3. Posting of photographs or videos of children with written permission from the parent to do so on file is permitted.
4. General center information/updates may be posted with prior approval from the director.
5. Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information is prohibited.
6. Maintain professional boundaries in the use of electronic media. Social networking/media parent-staff relationships are limited to center sites and approved devices only.
7. Vulgar or abusive language, disparaging remarks and/or references of disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

**Methods Used to Communicate with Staff and Parents:**

Center/staff methods of electronic communication:

1. Email
2. Text Messages
3. Center Website
4. Center Social Media Site

Devices used by center staff to communicate with parents:

1. Center Phone
2. Center Tablet
3. Center Computer
4. Personal Cell Phone
5. Personal Computer

Staff guidelines for use of electronic devices:

1. Use of devices is permitted for staff/parent communication, but shall not prevent staff from adequately supervising children.
2. Use of devices is prohibited for personal use during hours of shift, unless permission granted from director.

Information that the center may communicate electronically to the parents:

1. Illness/Accidents/Supplies
2. Requests for Records/Supplies
3. Behavioral Concerns
4. Child’s Daily Updates
5. Community Information
6. Emergency Closures
7. Photographs
8. Unusual Incidents

I have read and reviewed the centers Use of Technology and Social Media Policy.

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Name (Please print.) Signature Date