



## Little Angels Academy

### Policy on Use of Technology and Social Media

Little Angels Academy and its staff are permitted to use the following forms of electronic / social media: Parish Website, Center Facebook page, Email and Text Messaging according to the following guidelines:

- Public posting of photographs or videos of children is PROHIBITED including, photographs, videos of children obtained through hand held devices , computers, video monitoring systems, or any other electronic device or transmission.
- Breaches of the center’s Policy on the Use of Technology and Social Media will be promptly reported to the Director.
- The Center may communicate the following information electronically to parents: illness/accidents/ injuries; behavioral concerns; child’s daily updates; community information; emergency closures; photographs; unusual incidents; emergency information.
- 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 previous children/ family information is prohibited.
- All staff must 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 NOT permitted.
- Use of electronic devices by center staff is permitted during work hours, however, the use of electronic devices shall not prevent staff from adequately supervising children. The use of social media/networking and/or other websites by staff is prohibited when supervising children.
- 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 center’s current, off-site location are prohibited.