



## **Policy Of The Use Of Technology and Social Media**

Occasionally TCLA will post student pictures, videos and/or student work on the school website, social accounts (Instagram & Facebook) and promotional materials (brochures, slideshows, etc.). Staff may also use student work for special projects. Full names will not be displayed with the students picture or work as we value protecting the safety of our students.

TCLA works diligently to maintain a professional center, therefore, videography and photography that we do capture will only be used for specific brand and marketing purposes, unless written permission has not been given by the parent to use the aforementioned items in our branding and marketing.

This social media policy applies to TCLA employees, parents, and volunteers. This policy includes, but is not limited to, the following technologies:

- Social networking sites (Facebook, Snap Chat, Instagram etc.)
- Blogs
- Discussion Forums
- Collaborative online spaces
- Media Sharing Applications
- Micro-blogging

### **We require that:**

No photographs, taken within the preschool setting or at school events be posted for public viewing without consent of the center.

No public discussions are to be held or comments made on social media regarding

school children, staff or official school business.

Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share with.

Staff should not accept parents as friends due to it being a breach of expected professional conduct.

Parents and staff should report any concerns or breaches to the preschool director.

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_