

# Policy on the Use of Technology and Social Media

## ***TOMORROW'S HOPE PRESCHOOL'S Use of Social Networking and Other Sites***

Our center currently administers and maintains: website: [tomorrowshopepreschool.org](http://tomorrowshopepreschool.org);  
Facebook: @TomorrowsHopePreschool; app: Remind

### ***Guidelines for Conduct on Tomorrow's HOPE Preschool's Social Networking and/or Other Websites***

*Tomorrow's HOPE Preschool* 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 the use of technology and social media as it pertains to ***Tomorrow's HOPE Preschool***.

You are personally responsible for the content you publish on blogs, wikis or any other form of user-generated 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 hand held 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 ***Tomorrow's HOPE Preschool***, individuals or groups associated with ***Tomorrow's HOPE Preschool*** and the like.
- Posting/sharing of location during center off-site events/activities.
- Social networking/media and/or unauthorized electronic communication relationships between enrolled families and staff, unless a relationship existed prior to enrollment or working at ***Tomorrow's HOPE Preschool***. 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 respond be responded to accordingly (i.e. conference, suspension, expulsion, and/or notifying local authorities).

Designated staff may post general center information/updates with prior approval from the director. However, the use of social media/networking and/or other websites is prohibited when supervising children.

### ***Methods and Devices Used to Communicate with Staff and Parents***

Staff/parent electronic communication is limited to personal cell phones via the ***Tomorrow's HOPE Preschool*** administered application, the ***Tomorrow's HOPE Preschool*** cell phone, center computers, and/or center tablets. Exchange of staff/parent personal device information (i.e. cell phone numbers, personal application/device usernames, etc.) is prohibited. Use of devices for the purpose of staff/parent communication is permitted, but shall not prevent staff from adequately supervising children.

***Tomorrow's HOPE Preschool*** uses e-mail, text messages (from ***Tomorrow's HOPE Preschool*** cell phones only), and the NAMED application to communicate with parents/guardians. You are responsible for maintaining current accounts and checking for notifications. Please discuss any special circumstances concerning these methods of communications with the center director.

***Electronic Communication with Parents***

Requests for Records/Supplies

Child's Daily Updates

Community Information

Emergency Closures/Notifications

Notification of Accidents/Injuries

X

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parent/guardian

date