

In accordance with state requirements, this policy is to inform parents, staff members, and volunteers at Peace Lutheran Preschool as well as governing council members of the Peace Lutheran Church. This policy includes (but is not limited to) the following technologies: Social networking sites e.g. Facebook, Snap Chat, Instagram; Blogs; Media Sharing services (i.e. You Tube); Brightwheel-our designated communication and attendance tracking service via a downloaded application. As part of our duty to safeguard children it is essential to maintain the privacy and security of all of our families. We therefore require that:

- ➔ Photographs taken within the preschool setting or at preschool special events are to be those only of your own child. Parents do not have a right to directly photograph anyone else's child and upload photos of anyone else's children. An exception is made when children are performing in holiday programs when singing/performing in a group. Photographs taken by staff for use on the preschool Face Book page, news releases, and in other advertising material are shared **if parental permission is given**. Brightwheel photos are shared exclusively to each student's family via the app. Parents sign off on granting or denying permission of the use of names and/or photos in published material and social media.
- ➔ No public discussions are to be held or negative comments made on social media sites regarding the preschool children, families, or staff. Security settings on the preschool/church Face Book page are monitored by the director and a designated church member who is trained in social media safety protocol. In the event that staff name the preschool or workplace in any social media they do so in a way that is not detrimental to the preschool or its families i.e. "Today my students blessed my heart with how well they sang in the Christmas program." The staff will observe confidentiality and refrain from discussing any issues relating to work. Staff should not share information they would not want children, parents or colleagues to view. Staff and parents should report any concerns or breaches to the preschool director. Any staff member, parent or volunteer found to be posting remarks or comments that breach confidentiality or that are deemed to be of a detrimental nature to the preschool will be dealt with by the director or church council. We have no tolerance for cyber bullying or breach of confidentiality.
- ➔ General guidelines for using social media: Personal security settings should be managed to ensure that information is only available to people you choose to share information with. Maintain professionalism, honesty and respect. Apply a "good judgement" test for every social media post you make.
- ➔ Note that the preschool director will use social media as a means for marketing, informing church members about what is taking place at the center that they sponsor, and as an added communication tool to Brightwheel.
- ➔ Non-verbal communication between staff and preschool families will include: the Brightwheel attendance tracker/communication app, the Peace Lutheran Church, Preschool, and Mercy Ministries Face Book page; Email via peacepre@gmail.com, monthly newsletter, and notes sent home. We also utilize a communication board. Please do not text teachers. The school grants permission for staff to utilize the Brightwheel App on their personal phones but pictures are solely used for Brightwheel communication or school projects and photos will be deleted once uploaded or printed.
- ➔ Safe guarding students is always our priority so to ensure their safety - students will not have access to the internet at their fingertips. Downloaded, teacher approved educational apps. will be utilized minimally as part of the curriculum. Any internet exposure will be teacher supervised and directed i.e. an animal video from You-tube to reinforce a unit; a silly song video to enhance a lesson plan.
- ➔ The preschool does not prohibit teachers from friending/following parents on social media but does discourage this as the means of communicating progress or concerns.
- ➔ A Parent/guardian will be notified of emergencies (illness/injury) regarding their child via: Telephone. Brightwheel will be used for messages, "minor" emergency communication, reminders, alerts, and blanket information for a broad audience. In the event of an emergency, if we cannot reach you by phone, a message will be left, and emergency contacts will be notified.
- ➔ Parents/Guardians/Staff acknowledge this policy by signing the **staff/parent receipt of information checklist**.