

# **Peachtree Montessori**

1249 Route 46 & 903 South Beverwyck Road  
Parsippany NJ 07054

## *Guidelines for conduct on center social networking and other websites:*

This policy is for parents/families and staff that are present in Peachtree Montessori. This policy includes but not limited to the following social media platforms. Posting Peachtree Montessori information and pictures on your personal social media page is prohibited (without approval). If you wish to post any related information/pictures on your personal page, approval is needed from the Director.

- Posting of photos or videos of children, other than your own is prohibited including, but not limited to photos or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps or any other electronic device or transmission.
- Any breaches of the center's policy on the use of technology and social media identified must be promptly reported to the Director.
- General center information/updates may be posted with prior approval from the Director.
- Posting of private or sensitive company, staff or prior staff that are enrolled or have been in center is prohibited.
- Maintain professional boundaries in the use of electronic media. Social Networking/Media parent and staff relationships are limited to center site and approved devices only.
- Staff/families communication is limited to center sites only.
- Staff/families is limited to center sites with center director's permission.
- Use of social media/networking and or other websites is prohibited when supervising children.
- Any foul language or disparaging remarks and other bad manners, personal attacks of any kind, or targeting anyone is not prohibited.
- Post that may reveal the center's current, off site location is prohibited.
- *However, this does exclude pictures from center for which parents sign a release policy which is approved by Director or owner of facility.*

## ***Information on Social Media***

- Staff are advised to manage their personal security settings to ensure that their information is only shared for who they choose too.
- Staff, or student's family attending Peachtree Montessori cannot discuss or in a way to be detrimental to the organization or discuss any issues in workforce.
- Staff and student's families are not allowed to tag, share, post, comment, or live stream anything about school's domain.
- Staff and students' families should be aware if there is any type of concern or breaches it should be reported to the Director or owner of child care center immediately.

- Staff is prohibited from using any cell phone devices while supervising students excluding iPad and computer for photographing, videos, and educational purposes.

**Methods Used for Communication to staff and school's families:**

Email

Text Messages

Voice Calls

Whatsapp

And Center Social Media sites.

**Devices allowed for use of communication to school's families.**

Center phone                      Personal cell

Personal cell                      Center Tablet

Personal computer              Center Computer

Whatsapp

**Commutation can be used for the following:**

Illness/Accidents/ Injuries

Request for records or supplies

Behavioral Concerns

Child's Daily Updates

School Information

Emergency Closures

Unusual Incidents

Payments

I \_\_\_\_\_ hereby understand the Social Media Policy and agree to the terms.