# SOCIAL MEDIA POLICY

### STATEMENT OF INTENT

At Montessori Footprints Learning Center, we respect the privacy of children, their families, staff, and volunteers. All information relating to children, their families, staff, and volunteers will be treated in a strictly confidential manner.

### **INFORMATION**

A social media site (Facebook) and our website are used for sharing information relating to Montessori Footprints Learning Center. This will include photographs, videos, childcare-related news posts, and child activity updates.

### **ADMINISTRATION**

The social media site is set up with 2 administrators to approve and monitor activity of the social media site. All inappropriate posts are removed from the social media sites. Any user who posts inappropriate content will be reported.

### **COMMUNICATION**

The social media site is a tool used for updates and sharing relevant information with parents. It is not a replacement to already established communication methods (i.e. direct communication, e-mail). As the social media site is an extension of Montessori Footprints Learning Center's network of communication, we prefer that staff and parents do not use it for personal communication.

## IMAGES, VIDEOS/MEDIA PACKAGES

Images of individuals or groups of children are not uploaded to the website or social media site without prior permission from parents. Once uploaded to one or both of the sites, the images or videos will be kept on the site for a maximum of two years, after which they will be removed during an annual media review.

PARENT PERMISSION						
As the parent/guardian of Learning Center to upload the followin	g:		_, I	giv	e my permission	to Montessori Footprints
		YES		O		
Individual child images	[	]	[	]	Signed:	(Parent/Guardian)
Group images including my child	[	]	[	]	Signed:	(Parent/Guardian)
Videos including my child	[	]	[	]	Signed:	(Parent/Guardian)
X		_				
Signature of Parent/Guardian		Sign Date				
X		_			<del></del>	
Signature of MFLC Administrator		Sign Date				