



Policy on the Use of Technology and Social Media

This social media policy & the use of technology applies to parents/guardians, members of staff, students, and volunteers at The Preparatory Academy.

This policy includes (but) is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken at The Preparatory Academy or at our school's special events and outings with the children are to be posted for public viewing, except those of your own child. Parents/guardians are advised that they do not have the right to photograph anyone else's child or to upload photos of anyone else's children.

*This excludes those photographs taken by staff at special events on and off campus including: Our everyday classroom activities, field trips, fundraising events and special activities which are sometimes used for display in the classrooms and school, for use in our communication tool Remind, on our I-Cloud Photo Drive, on our website, facebook page and in other advertising material if parental permission is given in our registration packet.

- No public discussions are to be held or comments made on social media sites regarding The Preparatory Academy's children, staff or parents/guardians (except appropriate use for marketing, fundraising and school events) or that could be construed to have any impact on The Preparatory Academy's reputation or that would offend any member of staff or parent attending our school.

Social media

- Staff are advised to manage personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at The Preparatory Academy. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- In the event that staff name The Preparatory Academy in any social media they do so in a way that is not detrimental to the organization or its service users.
- Staff 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 should report any concerns or breaches to the director or owner.

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality, bring The Preparatory Academy into dispute or that are deemed to be of a detrimental nature to the school or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with The Preparatory Academy's disciplinary procedures (students will be asked to leave immediately).

Any comment deemed to be inappropriate is to be reported to the Director and Owner and any action taken will be at their discretion.

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.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty, and respect.
- Apply a "good judgement" test for every social media post you make.

Note

The Preparatory Academy will use social media to advertise fundraising events, special events and activities on and off campus throughout the year.

SCREEN TIME:

What is screen time?

It is TV, DVD's, Videos, Computer Time, Smart Phones, Tablets, etc. The use of these types of passive media is limited to developmentally appropriate programming of 30 minutes or less a week, in increments of no more than 10 minutes at a time. This provides children opportunities to access technology that they can use by themselves, or with peers or teaching staff, but the technology used extends learning and enriches the curriculum. Some of the strategies that support children's development are:

- Screen time is interactive
- Teachers discuss the concepts, words or letters presented
- Teachers help the child connect what they are viewing to the real world
- Children take turns using a device to teach them about sharing in the classroom.

Although some of the classrooms have TV Screens, we are not connected to cable. TV screens may be used to connect to educational programming to show a video of a story read for comparison, or for physical activity purposes only.

***No screen time is permitted for children under the age of 2 years.**