

# *The Montessori House*

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## **POLICY ON SOCIAL MEDIA**

This social media policy applies to parents and members of staff at The Montessori House School (School). This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snap Chat)
- Blogs
- Discussion forums
- Media Sharing services (e.g. You Tube)
- Micro-blogging (e.g. Twitter)
- Electronic Forms of communication such as email, text or other messaging applications

As part of our duty to safeguard the children and all members of our community, we must maintain the privacy and security of our families and our staff. We therefore require that:

- No photographs taken within the School setting or at School events and outings with the children are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph or upload photos of anyone else's child. This excludes pictures taken by staff for which we have a signed release.
- No public discussions are to be held or comments made on social media sites regarding School children or School staff that could be construed to have an adverse impact on the School reputation or that would offend any staff member or any School parent.

With regard to Social Media, all School parents and staff should follow these guidelines:

- School staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- In the event that a School staff member or School family names the organization or workplace in any social media they do so in a way that is not detrimental to the School or to members of the School community – notably staff and families of children who currently enrolled at the School, or who were enrolled in the past.
- Staff should maintain confidentiality and not discuss any issues relating to work.
- Staff should not share items they do not want children, parents or colleagues to view.
- School staff or School parents should report concerns or breaches to the School Director.

Any School staff or School parent found to be posting remarks or comments that: a) breach confidentiality, b) bring The Montessori House School into disrepute, c) are deemed to be of a detrimental nature to the School or any staff members, or d) post or publish photographs of the facility, children or staff without express written permission, may face disciplinary action in line with the applicable procedure for expulsion (parents) or dismissal (staff).

Any comment deemed to be inappropriate is to be reported to the Director, and any action taken will be at the Director's 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 judgment" test for every social media post you make.

The Montessori House maintains a Facebook page and a Twitter account for marketing and communication purposes. For further information regarding The Montessori House School website and electronic communications and communications with parents in general, please refer to the Handbook section titled Communicating with Parents.