

Use of Technology and Social Media Policy **BUILDING TOOL**

THIS IS NOT A POLICY AND WILL NOT BE ACCEPTED AS A CENTER POLICY.

This policy building tool may be used to help center's develop their Policy on the Use of Technology and Social Media for parents and staff, as specified in **N.J.AC. 3A:52 – 6.8 (k)**. Centers must include all of the policy components required by the OOL (as indicated by *italicized text*). You are not limited or bound to the sites, guidelines, methods, and devices listed below. You may add or take away to build a policy that suits your center.

Use of Social Networking and/or other Websites:

Our center uses the following social media/networking and/or other websites (include site addresses in your policy):
 None Center Website Facebook Twitter Instagram YouTube Other:

PARENTS	STAFF	<i>Guidelines for conduct on center social networking and/or other websites:</i>
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		<p><i>Posting of photographs or videos of children, other than your own, is prohibited</i> including, but not limited to photographs or videos of children obtained through hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission.</p> <p>Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.</p> <p>General center information/updates may be posted with prior approval from the director.</p> <p>Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited.</p> <p>Maintain professional boundaries in the use of electronic media. Social Networking/Media parent/staff relationships are limited to center sites and approved devices only.</p> <p>Staff/parent communication is limited to center sites only.</p> <p>Staff/parent communication is limited to center sites and personal sites, with center director's permission.</p> <p>Use of social media/networking and/or other websites is prohibited when supervising children.</p> <p>Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.</p> <p>Posts that may reveal the center's current, off-site location are prohibited.</p> <p>Other:</p>
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STAFF Actions Permitted: Tagging Sharing Posting Commenting Live Streaming Other:

PARENT Actions Permitted: Tagging Sharing Posting Commenting Live Streaming Other:

Use this space to write notes and/or a rough draft of this component of your policy:

Methods Used to Communicate with Staff and Parents

Center/staff methods of electronic communication:

E-mail	Permitted	Prohibited	Designated Staff:
Text Messages	Permitted	Prohibited	Designated Staff:
Child Care App	Permitted	Prohibited	Designated Staff:
Center Website	Permitted	Prohibited	Designated Staff:
Center Social Media Site	Permitted	Prohibited	Designated Staff:
Other App:	Permitted	Prohibited	Designated Staff:
Other:	Permitted	Prohibited	Designated Staff:

Use this space to write notes and/or a rough draft of this component of your policy:

Devices used by center staff to communicate with parents:

Center Cell Phone	Permitted	Prohibited	Designated Staff/Notes:
Center Tablet	Permitted	Prohibited	Designated Staff/Notes:
Center Computer	Permitted	Prohibited	Designated Staff/Notes:
Personal Cell Phone	Permitted	Prohibited	Designated Staff/Notes:
Personal Tablet	Permitted	Prohibited	Designated Staff/Notes:
Personal Computer	Permitted	Prohibited	Designated Staff/Notes:
Other:	Permitted	Prohibited	Designated Staff/Notes:

Use this space to write notes and/or a rough draft of this component of your policy:

Staff guidelines for use of electronic devices:

Use of devices is prohibited when supervising children.

Use of devices is permitted, but shall not prevent staff from adequately supervising children.

Use of devices at any time requires permission from the director.

Use of devices is permitted only during the following times:

Use this space to write a rough draft of this component of your policy:

Information that the center may communicate electronically to parents:

Illness/Accidents/Injuries*

Emergency Closures

Requests for Records/Supplies

Photographs

Behavioral Concerns

Unusual Incidents

Child's Daily Updates

Other:

Community Information

Use this space to write notes and/or a rough draft of this component of your policy:

*If using a method other than a phone call to notify parents of a child's head injury/bump to their head, bite that breaks the skin, fall from a height greater than their own, or an injury that requires professional medical attention, ensure that parents have signed a "Policy on the Methods of Parental Notification."

Use this space to gather the information from each component of the policy to compose your final rough draft of the policy.

Your center's finished Policy on the Use of Technology and Social Media must be distributed to both parents and staff. A staff and parent signature of receipt for this policy is required to be maintained on file at the center.