

## *Technology and Social Media Policy*

*Executive Baby, Inc.*

### *Social Networking and Social Media*

*Executive Baby uses Facebook as a means of social networking. The rules and policy is as follows:*

- Parents must sign a permission slip in order for their child's photograph to be posted on Facebook.*
- Photographs are taken by the Head Teacher of the classroom only, and downloaded onto our computer by the director only, and posted on our Facebook page. Once photographs are downloaded, the photographs are deleted from the Head Teacher's device as well as the computer.*
- No employee of Executive Baby or parent has access to post photographs on our FB page. It is prohibited for parents or employees to post photographs of Executive Baby children on their personal Facebook page.*
- Executive Baby solely uses Facebook for posting activities the children are involved in, and does not use Facebook as a means of communication between any staff member and parent.*
- Employees of Executive Baby and parents/clients are prohibited from being "friends" on Facebook.*