

150  
east  
palisade  
avenue



englewood  
new jersey  
07631  
201-568-3042

## CONFIDENTIALITY, TECHNOLOGY AND SOCIAL MEDIA POLICY

All staff members, co-op parents and visiting parents have a responsibility to maintain and enhance FPPK's public image and to use the Internet in a responsible manner. Everyone must maintain professionalism at all times in all communications (in-person, written, or online), and may be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with FPPK's mission and philosophy.

The purpose of this policy is to:

- Protect the safety and privacy of our students and staff
- Protect the school from legal risks
- Ensure that the reputation of the school, staff and families is protected
- Safeguard all children's privacy

The publication of photos, images or artwork of students at FPPK, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at FPPK have chosen to restrict photograph permissions of their child(ren), and it is expected that all staff and families will abide by these restrictions.

Photos of children other than your own child, taken at FPPK events, in the classroom and/or playground are not to be posted on Facebook or any other social media site.

FPPK has a Facebook page available, First Presbyterian Preschool & Kindergarten-FPPK. This is a communication tool for the school. It is used only to:

- Promote school events
- Update parents
- Display photos of activities, special events and projects

I have read and understand the information above and agree to follow this policy.

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(Signature of Parent)

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(Date)

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(Signature of Parent)

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(Date)