

Heritage Park Children's Programs Inc.

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Use of Technology Policy

This policy is meant to uphold people's privacy, safety, and confidentiality about the centre, children, parents/guardians/caregivers, and staff. Everyone involved with the centre must use email, social media, electronic devices, and the internet in accordance with this policy. Failure to do so can result in consequences and disciplinary action.

Anyone using centre computers or technology devices must ensure they are:

- Doing so in an ethical and lawful manner
- Using email at the centre for business purposes only,
- Respecting and protecting the integrity of all electronic resources,
- Respecting all intellectual property of others (ideas, creations, and copyrights),
 - Communicating in a respectful manner,
- Not using them for personal use without permission or for personal gain,
 - Reporting any inappropriate, or threatening materials.

Inappropriate use of technology includes but is not limited to intentionally accessing, transmitting copying, or creating material that:

- Violates the confidentiality of children, parents/guardians/caregivers, staff, or the Centre,
- Violates the Centre's Code of Conduct including messages that are pornographic, threatening, rude, harassing, bullying, or discriminating,
- Is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works.

Personal Cell Phone Use:

- Staff are not permitted to use their phone or other personal electronic device while caring for or supervising children,
- Contact with staff members during their regularly scheduled working hours must be done through the centre's direct phone line,
- With parental/guardian/caregivers' permission staff may use their personal devices to photograph or videotape children if necessary. The data must be downloaded onto the centre's computer and immediately deleted from the phone or device.

Social Media Use (Facebook, Instagram, Snap Chat, Twitter, YouTube, Personal Blogs, Websites, etc.):

- Staff are not permitted to post any centre information including photos or videos on their social media accounts this includes information about other staff, children, parents/guardians/caregivers.
- Staff are not permitted to send or accept friend requests, follow, or accept following of any children attending the centre.
- Staff should be mindful of what they post on their public or private social media accounts as children, parents/guardians/caregivers may search them, and we want to be seen as professionals and leave a permanent digital footprint.
 - Staff should not send friend requests or follow parents/guardians/caregivers.
- If a parent/guardian/caregiver sends a friend or follows a request staff are encouraged to deny it.

Authorized employees of the centre have the right to monitor the use of information technology resources and to examine, use and disclose any data found. This information may then be used in disciplinary actions, and release to the police if it is criminal in nature.