



## **Social Networking Policy**

### **Access to Internet-Available Systems**

Access to school-owned computer systems is restricted to adult members of Hope Academy. All internet-available systems, including wireless networks, are to be secured by passwords and other safeguards to block use by children unless properly supervised by authorized staff to ensure safe and appropriate usage of the Internet.

### **Website Content**

The school's website, if displaying pictures, should use photographic images in which the individual faces of members, guests and participants are unrecognizable. For example, use far-away shots for group activities. If a close-up shot is needed, use a stock image of a generic program participant. Any photography of individuals used on the website requires their specific written consent, and that consent is to be kept on file by the school indefinitely.

### **Social Media (Facebook, Twitter, Mobile Texting, etc.)**

Staff are not to communicate directly with minors by means of social networking media such as mobile text messages, Facebook posts, tweets, etc. The school does not maintain an official Facebook profile, or any other social media profile. Volunteers, in their capacities within the school are strictly prohibited from communicating directly with unrelated children or students via text messaging under any circumstances. There can be incidents where such informal communication may be misconstrued, misinterpreted and/or considered age inappropriate. Electronic communication by staff with children under 16 years of age must only be done via their parent's email address. This ensures parents are responsible to review messages and convey the information to their kids verbally or electronically. Pictures of minors at school shall never be taken on school property, nor posted on Social Media, without the express permission of parents or guardians.