

**Son Club Remote Learning Center & Afterschool Program**  
**at the Ocean City Tabernacle**  
**Use of Technology and Social Media Policy**

**Son Club Policy on the use of**  
**Television, Computers and other Video and Technology Equipment**

As instructed by the New Jersey Office of Licensing and in keeping with State of New Jersey Department of Children and Families (DCF) Manual of Requirements for Child Care Centers we are providing you, as the parent/guardian of a child enrolled in the Son Club program with the following informational statement:

Chromebooks, laptops, iPads, or any other screens will be utilized for educational and/or instructional purposes only.

**Son Club Policy on Electronic Communication and Devices**

Son Club uses the following methods of electronic communications:

- E-mail
- Text messages
- Ocean City Tabernacle Website
- Social Media (e.g. Facebook)

Son Club uses the following devices to communicate with parents:

- Center phone (landline)
- Center computers
- Staff personal cell phone
- Staff personal computer

The Son Club staff are expected to adhere to the following guidelines regarding the use of personal electronic devices while supervising children:

- The use of cell phones or other devices is permitted for photography or communication with other staff and parents in compliance with guidelines stated in these policies.
- Cell phones or other devices are permitted for personal use in urgent situations only with permission from the Administrator or Supervisor.
- Cell phones and other devices shall not be used by staff for personal entertainment (e.g. “surfing the web,” playing games, etc.) while supervising children.
- The use of cell phones or other devices for work or approved personal purposes must not prevent staff from adequately supervising children.

## Son Club Policy on Social Media

This social media policy applies to parents and members of staff at Son Club. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram)
- Blogs
- Discussion forums
- Media Sharing services (e.g. You Tube, Vimeo)
- Micro-blogging (e.g. Twitter)
- Electronic Forms of communication such as email and text message

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Son Club setting or at Son Club special events and outings with the children are to be posted for public viewing, **except** those of your own child. Parents are advised that they **do not** have a right to photograph anyone else's child or to upload photos of anyone else's children. This excludes pictures taken by Son Club staff for which we have a signed release.
- No public discussions are to be held or comments made on social media sites regarding the Son Club children or staff that could be construed to have any negative impact on the Club's reputation or that would offend any member of staff or parent enrolled in the Club.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people with whom they choose to share it.
- Staff should observe confidentiality and refrain from discussing any issues relating to work and sharing any information they would not want children, parents, or colleagues to view.
- Staff or parents should report any concerns or breaches to the Director. Any member of staff or parent found to be posting remarks or comments that breach confidentiality, bring the center into disrepute or are deemed to be of a detrimental nature to the center or other employees, or posting/publishing photographs of the setting, children or staff without expressed written permission may face disciplinary action in line with the center's disciplinary/expulsion procedures. Any comment deemed to be inappropriate is to be reported to the Director, and any action taken will be at their discretion.