**THE PARKSIDE MONTESSORI SCHOOL**

**POLICY ON TECHNOLOGY AND THE**

**USE OF SOCIAL MEDIA**

TECHNOLOGY:

Parkside does not have computers in any of our classrooms.

Parkside has a website which describes our programs and events, as well as pertinent

information for parents. It is parksidemontessori.org.

Parkside has an e-mail address of parksidemontessori@gmail.com. Parents will

receive information via e-mail on upcoming events, policies, and they can communicate

with us via e mail, but not for an immediate response to questions. It is better to call the

school phone (973-509-7379).

SOCIAL MEDIA:

Every staff member of Parkside is responsible to maintain and enhance the school’s

public image and to use the internet in a responsible manner.

Parkside is not on Twitter, Instagram or most other social media sites.

Parkside does not use any of the above to communicate.

We do have a Facebook Page.

Our teachers have been trained to maintain professionalism at all times in all

communications (in-person, written, online) with our school community. Teachers will be

held responsible for any statements, posts, and communications or other online

behavior and content that is not consistent with Parkside’s mission and philosophy.

Our teachers are acutely aware of the possibility of online content being shared with

family, coworkers, parents and staff, as well as with others outside the school

community. Therefore, all information disseminated will be consistent with totally

professional standards as described in our Staff Social Media Policy. The teachers

always consider and respect the privacy of students and staff of Parkside in all online

activity. The posting of confidential and/or identifying information about Parkside

parents, children, and teachers on Facebook, Twitter, Instagram, etc. is strictly

prohibited.

The posting of non-confidential information (promotional materials and the like) shall be

restricted to official channels of communications (the Parkside website only) unless prior

written approval from the Director has been obtained.

The publication of photo, images, or artwork of Parkside students is prohibited without

prior approval from the Director and the parents of those students. Some families have

chosen to restrict photograph permissions of their child(ren), and all staff members will

be aware of and abide by those restrictions.