



Social Media Policy

Using personal social media

We can't restrict what you post, but we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid posting something that might make your collaboration with your colleagues more difficult (e.g., hate speech against groups where colleagues belong to).

We advise our employees to:

- **Ensure others know that your personal account or statements don't represent our company.** You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company.
- **Avoid sharing intellectual property** like trademarks on a personal account without approval. Confidentiality policies apply.
- **Avoid any defamatory, offensive or derogatory content.** It may be considered as a violation of our company's ethos.

Representing our company

Some employees represent our company by handling social media accounts or speak on our company's behalf. When you're sitting behind the business social media account, we expect you to act carefully and responsibly to protect our company's image and reputation. You should:

- **Be respectful, polite and patient**, when engaging in conversations on our company's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders.
- **Follow our [confidentiality policy](#).**
- **Avoid deleting or ignoring comments** for no reason. They should listen and reply to criticism.
- **Never post discriminatory, offensive or slanderous** content and commentary.

Cyber-safe environment

- The centre does not allow children to access the internet without staff supervision. We may access the internet to learn about faraway places, foods or use the internet as a tool to show the children something that we are trying to explain to further their learning.
- Educators take photos of the children for the purpose of observations and documentations. Photos and videos will be taken for Facebook, Instagram, or our website. The authorisation is on the enrolment form, and it is optional for the parents to sign it. Any footage will be censored before we upload. Photos and videos on Facebook, Instagram and the website will stay on indefinitely.
- All staff are required to leave their mobile phones in the staff room.

Disciplinary Consequences

The Montessori Journey will monitor all social media postings.

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

- Disregarding job responsibilities and the use of social media at work.
- Disclosing confidential information through personal or business accounts.
- Directing offensive comments towards other members of the online community.