

POLICY ON SOCIAL MEDIA, INTERNET AND ANY OTHER MEANS OF TECHNOLOGY

As ECC,

- We are conscious of it's image and it's reputation as well as those of its employees;
- We consider the important place that technology has in our daily lives (internet, cellular, social media, etc. ..) in the workplace, and outside of it;
- Promoting the environmentally friendly communications between the people and the right to privacy;

Here is a clear policy for the employees, the management staff and the members of the board of directors concerning the use of the various forms of technology.

Information on the definition and social media:

The term "social media" includes, without restricting the platforms such as: Facebook, Twitter, YouTube, Flickr, Foursquare, blogs, discussion forums, wikis, virtual worlds, online communities and platforms.

The transfer of information: information can be transmitted "friends to friends" and often can be visible to their "friends";

The reproducibility of data: any video or image can very easily be copied and then used without their knowledge;

The sustainability of data: the information diffused on social media can be kept on computer servers despite a deletion;

The ease of searching for data: Typing 2 words, a year, and/or a person can easily expose information on another person.

The speed of diffusion: a few "clicks" and the information can be diffused at a blazing speed.

The invisibility of the public: Some people have less "filter" during a virtual exchange compared to a face to face exchange with another person. The facial expressions, tones of voice, emotions released, are not detected in a virtual manner. This leaves a lot of room for interpretation and misunderstanding.

These social media outlets can be victims of "pirating" and thus, see their contents publicly released and used in an illegal manner.

"The electronic documents are admissible in a court of law and that the "printed screens" are also legal;

All employees, management and directors have the right to protect;

- Their private life and personal information,
- Their reputation, dignity and honor,
- Each have the obligation to be loyal, confidential and civil,
- The employer has the obligation to put a stop to any form of harassment even the one through social media.

If an employee questions if that is a conflict of interest, the code of ethics is being hindered or any communications that are carried out on social media does not comply with this policy, the employee has a responsibility to discuss it with the management.

This policy does not prohibit the networking between employees of the same level (educator-educator, direction-direction). The ECC recommends however to the employees, for ethical reasons; refrain from inviting in their network a supervisor or a member of Board. The management and the members of Board are also invited to respect this line of conduct; this is to preserve the neutrality and independence necessary for the exercise of their respective functions.

It is also recommended to employees to refrain communications through social media with parent users of the ECC, particularly when a child or children of these parents are under their responsibility.

The policy includes measures affecting moments where the employee may be outside of his place of work: Ex: when on outings with the children, during training sessions, meetings or social activities organized by the ECC.

Loyalty and collaboration:

The employee must report to the management any situation deemed non-compliant with the policy.

If an investigation, the employee must work without delay to process and disclose any information they have viewed, heard or learned.

If an employee has reason to believe that by information received via social media, a parent user does not respect the policies of the ECC, affects the health, safety and well being of her child or the other children attending the ECC, is prejudice to the ECC, the employee must immediately inform management.

It is strictly forbidden:

To use social media at the ECC or on outings with the children, except during breaks, before or after their shift and not in the presence of the children.

To use the computers in the ECC for personal purposes except during breaks, before or after their shift and not in the presence of the children.

To appoint the ECC or claim to be an employee of the ECC if the employee does not use their first and last name.

To use the name, image (photo or video) of an employee before having obtained their consent.

To take or publish photos taken at or on a trip with the ECC, (children, employees, other parents) without the consent of the management.

To disclose of information through social media or otherwise, concerning a child, parent, employee, member of the management or Board; current or former.

At any time and in any manner whatsoever, to disclose information that would identify directly or indirectly: a child, parent, employee, member of the management or Board; current or former.

We cannot talk about our day at work on social media. This is to avoid any interpretation or create misunderstandings.

To download or install programs on a computer workstation without the consent of the management.

To copy the configuration files from systems or data.

To disable the firewall and anti-virus software.

Make improper use of site or subjects arguing principles or values contrary to the fundamental principles of the ECC or those generally recognized in the world of education. Ex: sexist, racist, violent, hateful, sexual or pornographic.

Pedagogical activity:

Be sure before viewing an activity/ show with the children that you have checked the website, the ads, etc. .. To be sure all is pedagogical.

Phone "Cellular", "Smart", tablets; or all other means of communication

The employees have a heavy responsibility in terms of safety of children entrusted to the ECC. The cellular phone or smart phone is considered by the ECC as a potential source of diversion, which can be harmful to their work and be dangerous for the safety of children.

The ECC understands that the employee might need to contact a loved one quickly, especially if this loved one is sick, has been involved in an accident or their safety is compromised.

The phone of the ECC is placed at the disposal of the employees to receive calls or make calls. However, a special request in an exceptional situation can be made to the management when there is a major event.

Obligation:

The employee must completely turn off their devices when they start their shift and can reopen it during their break and at the end of their work day, and not in the presence of the children.

Turning the ringer off is in no case considered as completely turned off.

It is prohibited during the hours of work to check text message or phone message.

The members of the management do not have the obligation to turn off their devices at work; however, the use of the cellular for the verification of professional messages or emails must be done without the presence of children.

The personal devices may be used when approved by the management or Head teacher during particular situations. Ex: during emergency measures (evacuation, confinement), when gone for a walk, outings, breakage of telephone wires, etc...