



The Academy of E.L.C.C. Christian School

Rev. Daryl Perkins
Pastor

"Soaring for Excellence"

Rev. Mary J Hines
Director

Policy on the Use of Technology and Social Media

Every employee has the responsibility to maintain and enhance the Academy of ELCC's public image and to use the Internet in a responsible manner.

Employees must maintain professionalism at all times in communications (in-person, written, or online) with The Academy's community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within The Academy, as well as others outside the Academy.

Employees must consider and respect the privacy of the students, faculty, staff and administrators of The Academy in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Academy on social media (including but not limited to Facebook, Twitter, Snapchat, Instagram, and so forth) is strictly prohibited.

The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (The Academy's website/ Facebook page etc.) unless prior written approval from the Director has been obtained.



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Telephone Usage

In order to prevent unnecessary interruptions and avoid distractions from our work, all employees are to make personal phone calls during break time, **only**. Please advise family and friends to call you only when it is necessary via the office phone. The Academy's or ELCC's main telephone number should be given to anyone who may need to reach you in the event of an emergency. It is important that our focus and attention be on the children in our care while on duty as well the work at hand for administrative staff.

In addition, cellular phones are to be turned off while working with the children, attending meetings, etc. Continuous disregard to this policy will reflect negatively on your performance and will be grounds for reprimand.