



**COLEGIO MENOR
QUITO**

A NORD ANGLIA EDUCATION SCHOOL

Menor Employee Parent Chat Use Policy

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Purpose

Social media and chat through different means, offer an incredible opportunity to engage and connect with others, share information and celebrate success. Grade group chats have been designed as means of communication to share information regarding specific activities in each grade such as, but not limited to reminders, important dates, meetings, events, etc. This policy guides anyone working at Colegio Menor and especially those who are parent-teachers or parent-staff to help safely, responsibly and correctly using grade level chat groups.

In this policy chat group could refer to any medium, the most common one being WhatsApp. However the guidelines established here are not limited to only this platform but could include Teams Chat, social media chats, and others.

Scope

This policy applies to all staff working at Colegio Menor, especially to those who are parents of students in the same school.

Guidelines

As established in the Acceptable Use of Technology Policy, all academic communications or those that concern students should be made by teachers using the appropriate and authorized official platforms. Staff are expected to use their school email accounts only for professional matters and limit their personal use to a minimum. Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the principles described in the forementioned policy when communicating through social media.

Teachers or staff who are also parents of students at Colegio Menor may participate in their children's grade group chats, but should adhere to the following guidelines:

- Remember your participation is as a parent, not as a school staff. Never reveal any private information regarding students, families, school plans, policies or financial details. If not sure whether or not something is confidential, ask your manager for advice.
- All information shared in the group chat, by all group members should be private and confidential.



- To promote a close relationship between home and the school, a close and frequent communication between room parent and the teacher is suggested. Room parent will then communicate through the grade group chat. To keep the communication open, clear and available to all participants, parent-teachers and parent-staff should avoid using their status to personally or privately communicate with colleagues about topics that could be of general use in the group chat.
- Group chat should not be used to send propaganda, sell merchandise, announce events outside school, or to send bulk emails.
- Refrain from sharing your children's, any other student's, or family's personal problems.
- Do not share other teachers', school personnel's, or students' contacts in the grade group chat.
- In case any delicate situation arises, always maintain the proper line of communication:
 - Grade teacher
 - School Assistant Principal
 - School Principal
 - General Director
- Don't call out a parent's attention. If you must discuss problems, that should be between you and the other parent, not with the whole chat group seeing the message.
- In case of tension, act accordingly and always express yourself in a respectful and mindful manner.
- Check the tone of the communication. Be kind.
- Follow the school's safeguarding policy at all times, for all communications.
- Anything you say online will reflect on Colegio Menor. Think before you post and if in doubt, leave it out.
- Grade group chats are personal, you are free to express your views even though they might not align with those of the school. However, remember this doesn't remove liability for what you say or do online.
- If you come across any negative feedback concerning the school or any of its employees, don't try to solve the problem yourself. Instead, pass it on to the communications team.
- Remember that employees should not share their personal phone numbers with students. Ask the grade group parents to use your personal contact details for the grade group chat only.
- Never use or access private chat groups of students. Do not use web-based, private messaging services, communications channels to send messages to current students.



Compliance with this Policy

The school reserves the right to conduct and investigate any reports of misconduct or violations to this policy.

Failure to comply with this policy may result in disciplinary actions being taken according to the school policy.



References:

Nord Anglia University. The Top Tips To Being Social Media Aware.

<https://www.nordanglia.university/learn/course/118/play/2607/social-media-guide>

Nord Anglia Social Media Policy. (2020). www.nordangliaeducation.com