



The Valley Waldorf City School strives to maintain an atmosphere of support, respect, privacy, and dignity for each member of our community. Especially as we launch Beyond the Classroom, we want to clarify the following guidelines for electronic communication and social media use that we expect each member of our community to follow, no matter their position or age:

- **Embody our community values of truthfulness, dignity, and respect for the inherent worth of every human being** whenever we are associating ourselves with the school, whether in the classroom, in the wider community, or in electronic and social media communications.
- **Respect the privacy of our children** by not posting pictures/videos of children's faces to social media without the explicit permission of their guardians. We welcome the joyful parent postings about our school and also want to respect the privacy of our students and their families.
- Our official school social media presence is created by our Enrollment Director, who has the appropriate permissions on file. If you have pictures of students, teachers, or parents in classes, on field trips or at school events these may be wonderful for use in the Yearbook and should be sent to the Yearbook Coordinator and the Enrollment Director. If you need their contact information, please message info@valleywaldorf.org
- **Respect the privacy of each community member** by not using e-mail or any other address list generated by the VWCS for personal or business purposes, including advertising. During distance learning, please do not record any of our online content without permission from Valley Waldorf City School or its employees.
- **Respect the integrity of our community** by taking up confusion, questions or dissatisfaction directly with the class teachers or administration, rather than writing class- or community-wide emails, or posts to WhatsApp, Facebook groups or any other social media. If directly addressing the teacher or administration is not appropriate, the College Chair is always available to listen to concerns from families.
- **Cultivate social harmony** by using language in a manner which promotes cooperation and does not interfere with the educational process. This guideline applies not only to speech, but also to written and electronic communications such as email, social media postings, and messaging apps.
- **Nurture the dignity of each individual** by refraining from obscene or defamatory communication in speech, writing, and other modes of expression, including electronic expression, in their interactions with the school community.
- **Observe appropriate boundaries** by limiting communication to proper channels, using teachers' school email accounts rather than text messages or social media to communicate about school-related matters, unless specifically directed otherwise by the class teacher.
- **Strive for good habit life around phone and email communications** by attempting, whenever possible, to limit late-night and weekend communications. We ask all employees to model and practice good media balance in their personal and professional lives. Teachers will likely respond to emails and texts sent outside of normal business hours on the following business day.