



**Subject :** Agency policy on the use of technology

**Adopted :**

**Revised :** May 2022

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## 1. DEFINITIONS

**Technology :** All screens allowing the viewing of broadcasts or videos on a digital platform.

**Definition of social media :** Social media generally refers to the entirety of websites and web platforms that offer “social” functionalities to users: collaborative creation of content (wikis), exchange of information between individuals (forums, blogs open to comments, etc.). Examples: Facebook, Instagram, Twitter, SnapChat, etc.

The agency does not encourage the use of phones and technological devices during the service’s opening hours if this is not related to managing the service (communicating with the agency, the family, emergencies, taking photos...)

However, the agency requires that the manager has their cell phone on their person at all times, during off-site excursions for emergencies and communication.

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## 2. USE OF TECHNOLOGY

- 2.1. Service managers consent to the fact that the use of computers, of television and technology is forbidden during meal times as well as during rest periods. Furthermore, the rest of the time, their use must remain limited, thoughtful, intentional, and must be related to an educational objective.

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## 3. USE OF SOCIAL MEDIA

- 3.1. Managers are not allowed to share or publish photos and/or videos of the children on social media (see definition) in any situation.
- 3.2. Managers are not allowed to share or publish photos and/or videos of their colleagues on social media without their consent in any situation.