



SOCIAL MEDIA POLICY

When using ALL forms of Social Media (including, but not limited to, YouTube, Facebook, Instagram, Snapchat, Twitter, TikTok, etc.) all students and parents must adhere to this Menlo Park Academy of Dance (“MPAOD”) Social Media Policy (this “Policy”).

- Students and parents may **NOT** photograph, video or record in any form any material in classes, recitals, performances, intensives, rehearsals or otherwise without MPAOD’s advance consent.
- Students and parents may **NOT** post photographs, videos or recordings in any form that feature MPAOD dancers other than your own online without the proven consent of such other dancer(s) parent/guardian and MPAOD.
- Photos, videos, flash drives or other recordings or footage taken of MPAOD classes, recitals, performances, intensives or rehearsals (whether purchased or recorded by you, MPAOD or otherwise) may **NOT** be posted online via Social Media or otherwise distributed, recorded or shared without the advance written consent from MPAOD.
- Identifying information of any featured minors – including names, ages or location – **must** be removed when posting to Social Media (only as permitted by this Policy).
- Where permission has been given to record a class/routine for rehearsal purposes, use of that recording has been authorized for that purpose only and under no circumstances may it be posted on any Social Media platform.
- Any and all choreography for solos, performance group dances, annual performances, recitals, holiday shows, intensives, etc. taught by MPAOD staff and/or guest teachers, remain the property of MPAOD. Should any material be posted to Social Media (only as permitted by this Policy) credit must be given to MPAOD. This includes footage, dvds, flash drives or other recordings whether purchased from or provided of MPAOD recitals, performances, holiday show, etc.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online. This includes, but is not limited to, manuals, forms, handbooks, and syllabus, etc.

- The recording and airing, sharing, posting, distribution of teachers’ routines, is a serious breach of copyright and may result in offenders being asked to withdraw from MPAOD and in some circumstances, legal action may be considered.
- Students/Parents are not authorized to contact MPAOD staff via Social Media at any time or for any reason.
- All matters pertaining directly to the studio – whether it be fees, scheduling, placements or performance opportunities – may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated directly to the office staff at MPAOD.

- Bullying/harassment of any kind over social media **will NOT** be tolerated and may result in termination of students’ enrollment.
- Students and parents are not to post any content that may bring MPAOD into disrepute.
- All posts on Social Media that are MPAOD or dance related should be appropriate and tasteful. While affiliated with our studio, we will not tolerate any posts that are racially, sexually, physically or religiously offensive. Any posts seen on Social Media that are deemed inappropriate or distasteful will result in the students and parents being notified and such post shall be taken down off all platforms.

Acknowledgment of Receipt and Review

I, _____, acknowledge that as of the date set forth below, I received a copy of Menlo Park Academy of Dance's (“MPAOD”) Social Media Policy and that I read it, understood it, and agree to comply with it. I understand that MPAOD has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time, with or without notice. No statement or representation by a teacher, contractor, consultant or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Director of MPAOD. I also understand that any delay or failure by MPAOD to enforce any policy or rule will not constitute a waiver of MPAOD’s right to do so in the future.

Signature

Date