

Online Journals using Shutterfly

Discovery Preschool has launched Shutterfly Classroom to share the Daily Journals and curriculum with our parents. **Shutterfly is an Internet-based image publishing service that supports the sharing of classroom activities in a secure and private forum.** Each classroom has a site hosted on this account that is controlled by Discovery Preschool. Your family has the opportunity to gain access to this site by invitation only and material will be monitored on a daily basis. You will be able to view the Documentation Journal entries for your child/rens' classrooms and print off full colour copies for a duplicate journal at home.

Some of the images featured in our documentation will be available to order from the classroom albums through the Shutterfly Print Ordering feature.

Here is how to use Shutterfly:

- 1) Your child's classroom will send an invite to your email address. Please accept this invitation and create an account with Shutterfly. You will use the link embedded in the Shutterfly email to access the classroom web page. You will only be allowed to view your child's classroom activities, not any of the other pages that Discovery Preschool hosts.
- 2) Each day/week, the classroom will post journals in the Journal section that you can open and print at home. You can also see messages from the teachers and a class calendar. We will not be messaging anyone through this system nor hosting a blog.

Our Privacy policy will be followed. Images and documentation are filtered appropriate for sharing by the staff and directors of Discovery Preschool. Once published, we ask that parents keep this information private and not post to Facebook or share the information with friends without the permission of the school.

Initial _____

Discovery Preschool reserves the right to protect our Privacy Policy and to refuse access or remove an account from our system. We will also remove parents from the system at the time of withdrawal from the school.

By signing the agreement, you acknowledge that your child's image may be viewed by other Discovery Preschool families. You agree that you will print the approved posted documentation if interested, but will not upload it to any other sharing site not approved by the school.

Initial _____

Only Discovery Preschool officials and invited parents will have access to the Classroom Site unless the site owner changes the default permissions. By default, the sites are password protected and only accessible to the host of the site.



Full Privacy Policy can be found on Shutterfly Website at <http://shutterflyinc.com/privacy.html>.
Some excerpts can be found below:

USE OF INFORMATION

We (Shutterfly) use your information for the following general purposes: to fulfill your requests for products and services, administrative purposes, to improve our services, to customize the advertising and content you see, to contact you, and for internal business purposes. We use third party information you provide to us solely to provide services you specifically request.....

Please be assured that we do not use the email addresses that you enter through email invitations, Shutterfly Share Sites, our referrals programs, Treat Digital Cards, or the address books of any of our Sites and Apps to send any type of direct marketing to your friends and family.

ACCESS TO YOUR ACCOUNT INFORMATION AND PREFERENCES

You have the right and ability to edit your member account information on our Sites and Apps at any time. You can opt in or out of receiving future communications from us about special offers and new product information, you can unsubscribe by following instructions.

CONFIDENTIALITY AND SECURITY

We (Shutterfly) use a secure server (SSL) to encrypt your personal financial information. We use other physical, electronic and procedural safeguards to protect the security and confidentiality of the information we have collected, and to prevent unauthorized access to or disclosure of your information.

I have read the information above and agree to the terms and conditions listed.

I approve of the use of my child's image as protected and evaluated by Discovery Preschool for the use in the Documentation Journal as posted within the school.

I agree not to share this information with anyone who does not have the permission of the Discovery Preschool.

Signed: _____ Date: _____

Child's Name/s: _____

Witness/Supervisor: _____ Date: _____

Email Address to send Shutterfly Invitation to: _____

Office Use Only:	Invite Sent: <input type="checkbox"/>	Date: _____
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