



## Padbury Catholic Primary School P&F Association

### Guidelines for Padbury Catholic Primary School P&F Association Facebook Page

Parents at Padbury Catholic Primary School enjoy the networking and friendship opportunities that being a member of the social community provides. It is subsequently expected that parents will uphold the ethos of the school within and without and in all Social Media interactions. Social Media can be, when appropriate, an effective educative and social tool and is used by the Padbury Catholic Primary School community to disseminate P&F News, information, dates of events and updates on activities and also to express their views, comments on a whole range of P&F related topics. Padbury Catholic Primary School expects parents to use Social Media in a respectful and responsible manner.

Facebook is a great way for organisations and/or associations to quickly and easily stay connected and to communicate with it's members.

For Padbury Catholic Primary School Facebook pages can act as a very effective notice board, whereby members can easily keep track of news, events and perhaps give feedback and suggestions. Through Facebook Padbury Catholic Primary School P&F Association will be able to promote and advertise activities and events using an alternative method of networking.

To ensure the Facebook page is a positive reflection of the great things happening at our school we ask you to respect and follow our Facebook page guidelines.

#### Reason for Operation

1. The Facebook page will operate under the name "Padbury Catholic Primary School P&F Association".
2. The purpose of the Facebook page is to:
  - a. Communicate news, information and issues that relate specifically to the School community
  - b. Promote activities and events that involve the school community.
  - c. Encourage discussion forums, questions or topics about school events/activities for the school.
  - d. Advertise key activities, events and community programs to the school community.
  - e. Update members as required.
3. Facebook transmits digital images and given its capabilities, Padbury Catholic Primary School P&F Association and it's members must ensure it represents the school community in a professional manner.

# Padbury Catholic Primary School P&F Association

## Validity/Authorisation of Operation

4. The creation of the Facebook page specifically for the Padbury Catholic Primary School P&F association must be voted on and passed by the caucus at a general meeting. It is not a decision made by any one group or individual.
5. The page will be called “ Padbury Catholic Primary School P&F Association”.

## Code of Conduct

### All users must adhere to the following

6. Comments, posts and responses to the page must be related to the P&F, the school community or in reply to a post left by the administrator on behalf of the P&F.
7. All discussions must remain professional and personal topics are not to be discussed
8. As Facebook pages are public spaces, comments relating personally to any individual or cohort (class) are not to be discussed.
9. Defamatory or derogatory comments are not permitted.
10. Swearing, obscene and abusive language is not permitted.
11. Rude or obscene photographs, or links to such photographs are not to be posted on the page.
12. All advertisements posted on the page should be in relation to the P&F.
13. Derogatory, defamatory, confrontational or incorrect information relating to a P&F committee member or position should not be discussed on the page.
14. Information relating to the financial position, direction or account details of the P&F should not be discussed on the page as it is a public arena.
15. Personal information related to specific individuals of the P&F, of which the individual does not want released, should not be discussed on the page.
16. The administrator may call for a halt in any online discussion if deemed inappropriate or if the issue needs to be taken to a different forum.
17. We encourage you to provide feedback and comments however we ask you to contribute in a positive and constructive manner.
18. Should you wish to bring a concern to the school's attention this should be done by contacting the school directly. The school will not respond directly to requests or messages on Facebook.
19. You may use names in a post when you wish to acknowledge someone's great work or contribution. We wish our Facebook page to be used to build community spirit and for 'patting someone on the back' publicly as we believe it goes a long way towards building a positive school and community. Where students are named they should be referred to by their first name only.
20. We do not endorse children under the Facebook age threshold of 13 years creating their own Facebook accounts. We encourage parents to share our page with their children through their own account and to use our Facebook page as a role model for communication through social media.
21. Facebook page cannot upload photos of **school staff or students**.

# Padbury Catholic Primary School P&F Association

## Administration

The administrators of the page will be appointed at a P&F general meeting.

The administration will be made up of :

- (i) The P&F president and at least one other member of the P&F executive.
- (ii) School Principal and IT Support Staff.
- (iii) At least one member of the P&F currently holding a portfolio position.

The administrator is responsible for:

- 21. Creating the Facebook account on behalf of the P&F.
- 22. Ensuring any members of the Facebook page has acknowledged and signed the Code of Conduct Guidelines.
- 23. Posting information , news, questions and other material to the page with approval from the President in circumstances where it is needed.
- 24. Deleting comments that breach the Code of Conduct.
- 25. Removing/banning of any users who breaches the Code of Conduct continuously.
- 26. Reporting back at general meetings on any enquiries, queries or matters raised on the page.

### *Return bottom slip back to our P&F Association*

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I have read and understand the Guidelines for Padbury Catholic Primary School P&F Association Facebook page.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name as it appears on Facebook \*: \_\_\_\_\_

Email address: (Print clearly) \_\_\_\_\_

\*You must have a Facebook account to be able to access the Padbury Catholic Primary School P&F Association page. Please click 'Join group' on the Facebook page.

(If both parents or carers wish to join please complete for each)

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name as it appears on Facebook \*: \_\_\_\_\_

Email address: (Print clearly) \_\_\_\_\_

The Padbury Catholic Primary School P&F Association may, from time to time, publish photos of events that have taken place during the year. I \_\_\_\_\_ give permission for photo images of **myself**(and spouse/partner) to be posted on the Padbury Catholic Primary School P&F Association Facebook page acknowledging that these images are only viewed by invited members of the Padbury Catholic Primary School P&F Association Facebook page.

\_\_\_\_\_  
Signature (s)