



Stansbury Primary School

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FACEBOOK POLICY

Updated March 2019

While this policy is directed specifically at the use of Facebook as the main social media platform used at Stansbury Primary School the principles of the policy are to be applied to any social media platform that is used by the School.

1. Purpose

The school Facebook Page will be used as an extension of the school newsletter with the main function being to inform the community of what is happening at the school. This includes reminders for parent, families and students, important dates and events, sharing images of student activities including camps, excursions and classroom and lunchtime activities.

We wish our Facebook Page to be used to build positive community spirit and this relies on posting positive messages, experiences and congratulating those that have contributed in a positive way to the culture of our school.

2. The Facebook Page will not be used by the school for the following purposes:

- The School will not send private messages to individuals or families.
- The School will not send posts directed specifically at individual families, parents or children unless for the direct purpose of celebrating positive contribution or achievement.

3. Administration

- The School Staff will have administration rights.
- The Administrator will invite current school parents/carers to the open group and members will be removed for inappropriate use.
- An SSO will be made an administrator with the responsibility of uploading a PDF version of the newsletter fortnightly and posting reminders and general day-to-day information, which is beneficial for families and the community to know.
- Administration must adhere to the Terms of Use of Facebook, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, other applicable laws and school policies.
- Administrators have a responsibility to remove anything deemed to contravene the Stansbury Primary School school values and DECD Social Media Policy or Guidelines.
- All comments will be approved by Admin before posting.
- Inappropriate posting or commenting will be removed as soon as possible by administration.
- Parent and community members commenting in an inappropriate manner will be blocked from the Facebook Page as soon as possible by administration.
- Community members and students will not be given rights to post to the Facebook page.

- The School will not publish images of students and include names of students with those images unless direct permission has been granted by the parent/carer.
- Child Protection protocols must always be observed.

4. Guidelines for parent and community

- Parents and community members must adhere to the Terms of Use of Facebook, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, other applicable laws and school policies including its anti-bullying and harassment policy/ies.
- Parents and community members must ensure that they do not use or disclose any confidential information, post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful.
- Child protection protocols must always be observed. Never identify students by name when commenting on images posted by the school.

4.1 Inappropriate posting

- Parent and community members, under no circumstances should make disrespectful or offensive comments about staff, students, parents or the school in general.
- Parents are requested not to comment upon nor forward unsupported information, eg rumours concerning the school or comment or post material that might otherwise cause damage to the school's or a staff member's reputation or bring it into disrepute.
- Parents and community members should never discuss sensitive school matters with other parents using the School Facebook Page.
- The School has a Grievance Procedure, which should be followed if a child, parent of family has an issue with the school.
- Parents and community members must be mindful that, by posting comments and having online conversations on Facebook that they are broadcasting to the world. Even with the strictest privacy settings comments expressed via Facebook may end up being shared into a more public domain.
- If you come across positive or negative remarks about the school and/ or its operations online that you believe are important, you must pass those comments to the Principal who will consider such these on a case by case basis.
- If you don't get it right, be sure to correct any mistake you make immediately, and make clear what you have done to fix it. Apologize if the situation warrants it. If it's a major mistake, e.g. reporting confidential information, let someone know immediately so the school can take the proper steps to help minimize any impact it may have.

I have read, understood and agree to the Stansbury Primary School Facebook policy. I would like to be added to the open Facebook group.

Name Signed Date