

Collier Primary School – P&C Facebook Group

Version 1.2, 8th April 2016

Group Name: Collier Primary School P&C

Purpose: a location where P&C events and canteen specials can be advertised, last minute notifications not in the newsletter or reminders for events, and requests for volunteers can be advertised.

Scope: the school newsletter and website are the primary sources of communicating for the P&C. The Facebook (FB) group will be for quick notifications and updates about events.

Owners: all elected members of the P&C will be 'administrators' of the FB page.

Members: the group is a 'closed secured' group. This means that users of FB can search for the group and see that it exists, but they need to request access to see information in the group, and fill in a "Facebook Group Application" which will be located at the school administration desk. Once this application is approved the FB group administrator can approve new members.

Policies to be adhered to:

Access to the group

1. All P&C elected members to be 'administrators'.
2. Event coordinators may be 'administrators' on an as needed basis when organising events.
3. All members are encouraged to 'invite' other parents (this is functionality within FB).
4. P&C committee will approve members to the group once a close association to the school has been found (this is functionality within FB). A Facebook Group Application shall also be filled in by the applicant.
5. This document will be included in the 'Files' section and will be sent to new members.
6. Security within the system should not be changed without approval of the P&C.
7. P&C committee members will be able to 'delete' posts or comments if they think they are inappropriate (this is functionality within FB).

Content

8. P&C committee can add comments, events, threads, messages. They do not need prior approval of the P&C to add this information.
9. The 'Events' section should list all upcoming P&C events. An event should at least list the name of the event, the date and the main Organiser of the event for contact reasons.
10. The 'Files' section should list items such as the Canteen Menu and the Uniform list.
11. The 'Photos' section should not include recognisable photos of people unless pre-approved by those people. There are a number of privacy policies regarding photos of children so only photos of signs, cakes and other such items should be included.

12. The 'Posts' section will be used by P&C committee members to advertise the following:
 - a) Canteen specials
 - b) Reminders of upcoming events
 - c) Requests for volunteers
 - d) Uniform shop information
13. 'Posts' and comments to 'posts' can be added by members and may include questions or extra information. These should be monitored adhocly by the 'administrators' and if inappropriate should be deleted.
14. People should not include any identifying information and the site should aim to be about the 'school'. Do not include home addresses, home phone numbers or birth details. If you do include your phone number or email please be aware all members of the group (possibly any parent of the school) can then view that phone number.
15. Content should not include opinions or gossip about the school, staff or students. This site should primarily be about upcoming P&C activities.

References

Department of Education – Social Media in Schools. Guidelines for school staff using social media and other technologies.