

SOCIAL MEDIA & FACEBOOK POLICY

RIVINGTON FOUNDATION PRIMARY SCHOOL PTA

THIS POLICY APPLIES TO ALL PERSONS USING OUR FACEBOOK PAGE, INCLUDING PARENTS, COMMITTEE MEMBERS, AS WELL AS MEMBERS OF THE PUBLIC.

PTA Committee Members found to be in breach of this policy will be subject to removal from the Committee and board of Charity Trustees.

Our Facebook page are open to all parents, grandparents, carers and staff of Rivington Foundation Primary School and the PTA. It is to be used for discussing fundraising, advertising social events and meetings connected to the PTA and the school. Please use the page in a positive manner.

It is a moderated page and the PTA reserves the right to remove any posting at any time. This policy also applies to all public social media websites and programmes operated by the PTA.

We have created a simple list of do's and don'ts to help you use this resource correctly.

Please **do** the following:

- **Use good judgment** - Regardless of your privacy settings, assume that all of the information you have shared on your Facebook is public information.
- **Be respectful** - You cannot see a smile or understand nuances of speech on social media. Please keep the tone of discussion positive and respectful.
- **Be responsible and ethical** - Unless you are specifically authorised to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Any issue or concerns you have with the school should be raised with school directly. Not via the PTA Facebook page.
- **Correct any mistakes**- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.

Don't share the following:

- **Confidential information** - If it seems confidential, it probably is. Online "conversations" are never private.
- **Private and personal information** - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. NEVER give out or transmit personal information of students, parents, or colleagues. Always respect the privacy of the school community members.
- **Images** - It is generally not acceptable to post pictures of students without the expressed consent of their parents. The names of pupils should NEVER be published on PTA social media pages.
- **Other sites** - Link to other sites may provide useful and interesting content. Don't blindly repost a link without looking at the content first you never know what could be there!

Posts will be removed if they are:

- personal attacks (posts deemed libellous, profane, defamatory, disparaging, hateful, harassing, threatening, or obscene)
- break the law
- fraudulent, deceptive or misleading

Signatures of PTA Committee Members 2016-17:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date: