

Mundaring Primary School P&C Association Social Media Policy

Policy

Mundaring Primary School P&C Association is committed to providing a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communications in all mediums.

Policy Objectives

The Mundaring Primary School P&C Association intends to utilise all forms of communication to promote the work of the P&C Association, the school and to engage community.

Responsibilities

The Publicity Officer is responsible for the administration and moderating of all Mundaring Primary School P&C Association social media, in conjunction with the President and other P&C members. This includes:

1. Posting information, news, questions and other material to the account with approval from the President in circumstances where it is needed.
2. Responding to queries raised through the account or referring these to a relevant person for response.
3. Deletion of comments that breach the Code of Conduct.
4. Removal and/or banning of any user who breaches the Code of Conduct continuously.
5. Reporting back at general meetings any enquiries, queries or matters raised on the page.

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

Purpose of social media is to facilitate conversations in a dialogue, an opportunity to promote, listen, share, collaborate and respond to our colleagues and communities.

In using social media all P&C members agree to follow Mundaring Primary School P&C Association policies including the Code of Conduct.

Members agree to be clear in representing the P&C Association. Where a member is not representing the P&C Association it should be made clear that comments are made by you as an individual. Members shall be mindful that your role with Mundaring Primary School may create a connection between what you say online and the P&C Association itself. Identify yourself when discussing P&C Association related topics or issues.

Where a member uses social media they shall represent the P&C Association well and be sure that the content published is consistent with expected professional standards

Members shall be mindful that social media posts may have consequences where they

are not appropriate. Will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

Members will be polite and considerate in all social media activities. Where a post is negative or brings disrepute to the P&C Association it shall be reported immediately to the moderator for removal. Where a party continues to post negative comments they may be blocked from the Mundaring Primary School P&C Association social media accounts.

Membership Approvals on the Facebook Group

Approvals will be restricted to caregivers of current children attending Mundaring Primary School, staff members and current P&C representatives. New members will be requested to supply the names of their children attending the school as well as their school teacher(s) prior to approval following confirmation from School Administrative Staff.

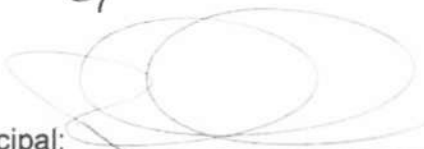
At the end of Semester One and Two, a post will go out requesting confirmation that they are still eligible for membership on the page and that anyone no longer eligible should remove themselves from the group. The Publicity Officer will also remove members known to be no longer eligible by P&C Representatives.

Code of Conduct to be posted on the About page of the Facebook Group

- Comments, post and responses to the page must be related to the P&C, the school community or in reply to a post left by the administrator on behalf of the P&C.
- Discussion must remain professional and personal topics are not to be discussed.
- As Facebook pages are public spaces, comments relating personally to any individual or group are not to be discussed.
- Defamatory or derogatory comments are not permitted.
- Swearing, obscene and abusive language is not permitted.
- Rude or obscene photographs, or links to photographs, are not to be posted on the page.
- All advertisements posted on the page should be in relation to the P&C or approved by the P&C
- Derogatory, defamatory, confrontational or incorrect information relating to a P&C committee's employee or administrative position should not be discussed on the page.
- Information relating to the financial position, direction or account details of the P&C should not be discussed on the page as it is in the public arena.
- Personal information related to specific individuals of the P&C, that the individual does not agree to be released, should not be discussed.

Mundaring Primary School P&C Association has adopted this social media policy at a general meeting of the members on the fifth day of February, 2018.

Signed President:  NAME: Trevor Ghouse

Witnessed Principal:  NAME: Paul Larkin

Acknowledgement to the © March 2011 NSW Department of Education and Training 'Social Media Policy'