



POWELL CORDEROY SCHOOL

FACEBOOK MEDIA POLICY

Last reviewed: September 2015

Due for review: September 2016

Owner: Chair of Friends of Powell Corderoy School

Reviewed by: Safeguarding Governor

Review Status: Annual

By joining the Friends of Powell Corderoy School (FOPCS) Facebook Group or any Facebook group affiliated with Powell Corderoy School, you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group. This also applies to class Facebook groups run by parents in the school's name, though please note these groups are not affiliated with the school.

The Friends of Powell Corderoy School Facebook pages are open to all parents and staff, past and present, of Powell Corderoy School, and is a closed group. It acts as a notice board for discussing fundraising, social and community events/meetings connected to the school.

Please use the page in a positive manner. Any issue or concerns you have with the school should be raised directly with the class teacher or Headteacher. It is a moderated page and the Chair of the FOPCS, page administrators and Headteacher reserve the right to remove content posted by an individual. Persistent abusers may be prevented from adding further contributions.

Please follow these do's and don't's in order to use the Facebook page effectively:

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.
- **Correct any mistakes**- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.

Please **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 of children, teachers or others** without first seeking expressed permission from the person or (for children) their parents.

- **Other sites** - Links 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!
- **Advertising** - Adverts in relation to private businesses or social enterprises, even if related to fundraising schemes, if posted without the express written permission of the Friends' Committee, will be removed. Please do not repost links of this kind.

Posts will be removed if they:

- are personal attacks (posts deemed libellous, profane, defamatory, disparaging, hateful, harassing, threatening, or obscene)
- break the law
- are fraudulent, deceptive or misleading
- are advertising a product, business, literature or event not directly related to the Friends' own activities.
- contain images of children other than your own child(ren) without permission from their parent(s).

The Chair of FOPCS, page administrators and Headteacher reserve the right to remove individuals from the group if these guidelines are not appropriately followed.

Friends of Powell Corderoy Email Account

The FOPCS email account will be used to keep members up to date with news of events and activities (not to promote or advertise a business, product or events not related to the Friends' own activities.)

Passwords and access to the FOPCS email will be the limited to the Friends of Powell Corderoy School Committee, School Business Manager and Headteacher.