

LIWARA PARENTS AND FRIENDS' ASSOCIATION

FACEBOOK GUIDELINES

OBJECTIVES

The following guidelines are provided for management of the Liwara Parents and Friends (Liwara P&F) Facebook page and Facebook Group.

DEFINITIONS

The following pages will be in operation by the Liwara P&F -

- a) **Facebook Page** - Liwara P&F Association Facebook Page. This is an open page available to external users. The purpose of this page will be to promote external P&F activities and provide a link to sponsors. Parties wishing to connect to this page will be able to "Like" the page and view material posted. The administrator has the capacity to remove and/or ban parties from the page.
- b) **Facebook Group** - Liwara P&F Association Facebook Group. This is a closed Facebook group for internal P&F and school activities only. The purpose of this group is to communicate internal P&F events. Members can only enter this Facebook Group by being accepted by an Administrator. Material posted within the Facebook Group can only be viewed by accepted members. The administrator has the capacity to reject, remove and/or ban parties from the page.
- c) **Administrator(s)** Responsible for monitoring the Facebook Page and Group to ensure postings and material are in keeping with the ethos of the Liwara Catholic School and the Liwara P&F. The Administrators are also responsible for accepting members to the Facebook Group.
- d) **The Principal** – Principal of the Liwara Catholic Primary School
- e) **School** – Liwara Catholic Primary School

GUIDELINES

The following guidelines are provided for members of the Facebook Page or Liwara P&F Facebook Group. Members are reminded that in using these sites they should always be promoting the ethos and values of the School as well as protecting the dignity and privacy of others.

- a) All postings are to be in keeping with the values and ethos of the School, ie no bad language, or inappropriate comments;
- b) While constructive feedback on events is welcomed, members should not post comments that are overly critical of the event, individuals or the organising committee;
- c) Advertising of events should be conducted by the Administrator to ensure that the Liwara P&F complies with the licensing requirements for the event;
- d) Members may post photos of adults involved in P&F events on either the Facebook Page or the Facebook Group.
- e) It is recommended that photos of individuals be placed on the Facebook Group page as this is a more secure site. The Facebook Page is more appropriate for photos that can be used for marketing or advertising external events.
- f) Members are only permitted to tag (include person's name) photos of themselves. Tagging of other people in photos is not permitted.
- g) Any photos posted must be in keeping with the ethos and values of the School and the Liwara P&F. Inappropriate photos, ie people clearly under the influence of alcohol should not be posted.
- h) Photos where the faces of children can clearly be seen can only be posted on the Facebook Group page with the express permission of the parent/guardian of each child that is in the photo.
- i) Photos of children should not be posted on the Facebook Page.

ADMINISTRATORS

The Administrators of both the Facebook Page and Facebook Group are as follows;

- President, Liwara P&F;
- Secretary Liwara P&F; and
- Any person nominated by the Principal.

SECURITY

The Administrators will be responsible for monitoring postings on the Facebook Page and Facebook Group on a regular basis.

Community members who identify any inappropriate material or postings should contact the Secretary P&F on liwarapf@gmail.com or the School Secretary in the first instance.

Administrators have the right to determine whether a posting is inappropriate and should be removed.

Any issues or concerns (including decisions to decline membership or ban members) will be referred to the Principal whose decision on any matters relating to these pages is final.

PROCESS FOR MEMBERSHIP OF FACEBOOK GROUP

Eligibility for membership of the Facebook Group is only available for staff of the School and/or parents, provided they have at least one child still enrolled in the school.

Administrators must ensure that an audit is conducted at the end of each school year to ensure that members of the Facebook Group who no longer have a child enrolled at the school are removed.

Process for inclusion:

1. Complete application form below
2. Submit to Liwara School Secretary for confirmation of eligibility
3. Go to Liwara P&F Association Facebook Group and request membership
4. Administrator to approve membership once confirmed by the school.

Please fill in the following page and forward it to the school office for verification.
