**SDPS P&C**

**Facebook Page Policy**

The Sutherland Dianella Primary School P&C Facebook Page has been created for the SDPS P&C ("the P&C") to quickly and easily connect and communicate with the school community. It’s a really effective online notice board where the school community can easily keep track of news, events and fundraising initiatives. It was agreed at a P&C meeting in February 2015 to start a Facebook Group, however the P&C agreed on 29th February 2016 to fold the Group and open the Sutherland Dianella Primary School P&C Facebook Page (“The Facebook Page”).

This document provides recommended terms of use and should be used as a guide for anyone who chooses to use The Page.

1. **Reason for Operation**

The Facebook Page operates under the name “Sutherland Dianella Primary School P&C” for one or more of the following reasons:

1.1. Communicating news and information to the school community;
1.2. The organisation of P&C-run events;
1.3. The purposes of research, discussion, questions or topics in the school community;
1.4. Advertising P&C-related and school-related events and activities; and
1.5. Administrative purposes of the P&C.

It is important to remember that The Facebook Page transmits a digital image of the P&C to the wider community. At all times it should represent the P&C in a professional manner.

2. **Validity/Authorisation of Operation**

The creation of The Facebook Page for the P&C’s purposes must be voted on and passed by the caucus at a general meeting of the P&C. It should not be a decision made by any one or group of individuals. The P&C confirm this was agreed and voted on the 29th February 2016 P&C meeting and is formally recorded in the minutes of that meeting.

3. **Code of Conduct**

All users of The Facebook Page must adhere to the following guidelines:

3.1. Comments, post and responses to The Facebook 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.
3.2. All discussion must remain professional and personal topics are not to be discussed.
3.3. The Facebook Page is in a public domain and comments relating personally to any
individual or group are not to be posted.

3.4. Defamatory or derogatory comments, swearing, obscene and abusive language is not permitted.

3.5. Rude or obscene photographs, or links to photographs, are not to be posted on The Facebook Page.

3.6. All advertisements posted on The Facebook Page should be in relation to the P&C.

3.7. Derogatory, defamatory or confrontational information relating to a P&C committee’s members should not be posted on The Facebook Page.

3.8. Information related to the financial position, direction or account details of the P&C should not be posted on The Facebook Page.

3.9. Personal information related to members of the P&C, which that individual does not want released, should not be discussed on The Facebook Page.

4. Administration

The administrator/s of The Facebook Page must be appointed at a general meeting of the P&C. At the P&C meeting in February 2016, it was recommend to have up to three members. If several candidates request the role of administrator, a vote shall be held to decide. If that vote is tied, the President of the P&C shall exercise their casting vote.

The administrator/s will either have to create an account on behalf the P&C, or use their own Facebook account, to create the page.

The administrator’s responsibilities include:

4.1. Posting information, news, questions and other material to The Facebook Page with approval from the P&C President in circumstances where it is needed;

4.2. Deletion of comments that breach section 3;

4.3. Removal and/or banning of any user who, breaches section 3 of this policy continuously or commits a material breach of the same;

4.4. Reporting back at general meetings any enquiries, queries or matters raised on the page.