

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.