



St Peter's Catholic Primary School

Social Media Guidelines

RATIONALE

The purpose of this document is to encourage acceptable use of social media by the St Peter's school community. The intent here is to assist users to choose appropriate online practices. The aim is to provide guidance to ensure appropriate use of social media and to ensure that the school community is aware that:

- Harassment, bullying and or discrimination;
- Inappropriate/offensive comments;
- Privacy Breaches;

will not be tolerated.

It is the school's recommendation that parents familiarise themselves with the ICT Code of Conduct and participate online in a respectful, relevant way that demonstrates the Catholic Education's and St Peter's values and ethos.

Due to the considerable additional time and responsibility required of staff to manage and monitor the school's social media platform, St Peter's only has two approved social media pages; St Peter's Facebook page and St Peter's Caulfield Cup Facebook page.

Any use of the Catholic Education or St Peter's logos, names, communications (i.e. copies of newsletter, teacher notes etc.) or images are not to be used without the written permission of the school Principal or delegate.

Any social media platforms used by St Peter's will only act as supplementary communication mediums. The primary communication tool will remain the school newsletter, which is accessible via the Skoolbag App and school website.

SCHOOL-PARENT COMMUNICATION TOOLS

The following tools are available for communication within the school community:

- St Peter's Newsletter
- Seesaw learning app
- TASS Parent Lounge
- Email

St Peter's Facebook Page:

The purpose of the St Peter's Facebook page is to promote and celebrate the great things that are happening within the school community. It is not intended to be a primary form of communication with the parent community or a place for complaints. At least two school staff will act as administrators and will devote time to view comments **before** approving.

Moderation of interactive Facebook sites by school staff is essential, as comments can be posted by others that create issues around privacy, copyright and inappropriate or defamatory material.

The current requirements by the Diocesan Catholic Education Office include:

- The relevant Assistant Director: Schools is notified of the School's chosen model, purpose and current Facebook Administrator
- The Facebook site is kept up to date and monitored regularly
- The Facebook terms and conditions are followed including the minimum age requirements
- Members of the parent group who do not follow the terms and conditions and the ICT Code of Practice will be deleted.

REFERENCES

St Peter's use of social media, and its response to activities on social media, are always governed by the following key documents in the first instance:

- School Values
- Staff Handbook
- Parent/Student Handbook
- Privacy Policy
- ICT Code of Practice
- Catholic Education Diocese of Rockhampton Social Media Framework
- Student Protection Protocols and Policies