



Booborowie Primary School Social Media Policy 2022

This policy applies to Booborowie Primary School staff, volunteers, parents, caregivers and other individuals who are part of the school community. This policy covers the use of social media for official school purposes, including sites hosted and maintained on behalf of the school.

People participating in social media for school purposes are expected to demonstrate high standards of behaviour as they are a representation of Booborowie Primary School.

Booborowie Primary School's social media sites can be created and controlled only by school staff members.

PURPOSE OF SOCIAL MEDIA SITE

Facebook will be used by Booborowie Primary School as an additional channel of communication where people can interact with the school and content we post.

AIMS OF SETTING UP SOCIAL MEDIA SITE - FACEBOOK

- Fast and easy information sharing of notices, reminders, upcoming events and news
- To easily identify who has seen messages and when and therefore increase effectiveness of communication between school and home.

CONTENT OF THE SITE

- Regular updates including the weekly updates and fortnightly journals.
- **Events** – share event information, post links to event information, share event posters, photos of event highlights.
- **Reports** – key points from the Governing Council meetings as short posts.
- **School or student projects** – updates on progress and achievements.
- **Information for Parents** – send reminders about events and activities; remind them about due dates, ask for feedback, call for volunteers and share information from other sources that may be of interest to parents.
- **Reminders** will be posted prior to the events or activities.

CONTRIBUTORS TO THE SITE

- Booborowie Primary School staff
- Student's family members
- Members of the 'school community'

ADMINISTRATION OF THE SITE

Site administrators and moderators must be Booborowie Primary School employees or other authorised people.

Principal: Jess Bennett

Other Administrators: Leonie Thomas (Teacher), Julia Daniel (Teacher), Fiona Fitzgerald (School Services Officers, Administration), Melanie Walker (Finance Officer, School Service Officer)



Government of South Australia
Department for Education

Achieving and Learning for Life

South Terrace, Booborowie, SA 5417 – Telephone 8893 2241 – Facsimile 8893 2234 – Email dl.0600_info@schools.sa.edu.au



RULES OF PARTICIPATION IN THE SITE

The membership of the group is limited to parents and caregivers of students enrolled at the school, school community' members, who have been approved by the principal of the school.

Members need to be approved before they can see content or respond, it may take up to 7 days for their membership to be reviewed/approved.

We will not 'friend' or approve students or under-aged children.

Privacy, confidentiality and sensitive content;

- No public information that may identify a student or child will be posted, including their names.
- Personal or private information will not be included on our Facebook or website.
- A consent form must be signed by the parent or guardian prior to publishing any images of any child.
- We will ensure that each child shown in an image has signed consent form.
- Images on website or Facebook will not include any names identifying any of the students in the image and will not reveal personal information about subjects.
- Only text identifying the school can be used and or a description of the activity (e.g. students from Booborowie Primary working in the vegetable garden).
- Only photos with students in standard school uniform or day clothing will be used.
- Parents must be aware of the privacy and security concerns of identifying their children online, within the acceptable use conditions. If they still choose to identify their children, then it is their right. In the case when parents disagree, we will not identify the student.
- Option of tagging images with names is restricted and/or switched off.

Members of the group can post requests for information about events, news and promotion of school community' events.

Offensive or inappropriate comments or content for the Facebook page of Booborowie Primary School will be removed as soon as possible to help our audience feel safe and build trust.

It is acceptable to provide positive feedback to the school about events that have occurred on its Facebook page. It is not acceptable to use this forum to make complaints about the school, staff, students or events, no advertising, no nudity and no swearing will be allowed. Complaints should be made to the school following grievance procedures, not posted on Facebook.





Inappropriate or unlawful online content relating to the department or content published in breach of this policy will be reported to the Online Communication Services Unit and if necessary, SA Police.

The following content will be removed. In addition users posting such content will be removed from the group;

- Being abusive and/or using intimidating, threatening or offensive language
- Bullying and defaming others
- Posting pornographic or obscene language or images
- Posts harassing others (racial, religious, sexual orientation physical characteristics, gender, ability, disability, economic status)
- Posts promoting hate of any kind
- Plagiarised material - unauthorised copyright material
- Commercial content
- Off-topic or spam
- Impersonating another person's online profile to access social networking



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Please return this page to the school.

I _____ agree to abide by the rules of participation
in the Booborowie Primary School Social Media Policy.

Please provide your email address so that we can invite you to join the group.

- I give permission for photos of my child _____ to be published on the Facebook page.
- I DO NOT give permission for photos of my child _____ to be published on the Facebook page.
- I give permission for photos of myself to be published on the Facebook page.
- I DO NOT give permission for photos of myself to be published on the Facebook page.

Name: _____ Signature _____ Date _____

Name: _____ Signature _____ Date _____



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