



# St Paul's Primary School Mount Lawley

## St Paul's Social Media Expectations and Rules

Social media refers to the means of interaction between people by which they create, share and exchange information and ideas in virtual communities and networks. This is primarily conducted through social media websites and applications. These sites include, but are not limited to, Facebook, Twitter, LinkedIn, Google+, WhatsApp, Connected, Instagram, SMS, YouTube and includes emails and mobile devices. These include private groups or individual year level social media pages that have a connection, stated or implied, to St Paul's Catholic Primary School.

Parents at St Paul's Primary School should be aware of the following expectations and rules:

1. Parents, carers and associates of students are responsible for their own online activity and must be proactive in the adherence to the rules and guidelines outlined below, considering the St Paul's social media policy.
2. Online postings and conversations are not confidential or private – even in “private” or “closed” pages. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
3. Parents will not use class social media sites for any illegal activity, including violation of data privacy laws.
4. Parents should not participate in spreading opinion, false or unsubstantiated rumours or false information regarding St Paul's community and its members. This includes but is not limited to posts which:
  - a) are abusive, defamatory or obscene
  - b) are fraudulent, deceptive or misleading
  - c) are in violation of any intellectual property right of another
  - d) are in violation of any law or regulation
  - e) raise grievances, complaints or disputes
  - f) are otherwise offensive
5. If a post is considered to breach the rules, the following actions will take place:
  - a) The School Administration will be notified
  - b) A screen shot will be taken of the offending post
  - c) The post will be deleted
  - d) The School Administration will contact the offending person to discuss the matter
6. St Paul's Administration will have access to all social media pages affiliated with the school.
7. Photos of students are not permitted on class pages unless prior written parental permission has been given.

Please refer to St Paul's Social Media Policy for further information -

[http://www.stpaulsmtl.wa.edu.au/pdf/policy\\_socialmedia.pdf](http://www.stpaulsmtl.wa.edu.au/pdf/policy_socialmedia.pdf)

We acknowledge that technology changes rapidly. If any member of St Paul's community has a concern or question pertaining to Social Media or Social Networking sites, this should be directed to St Paul's Administration in line with the St Paul's Complaints, Disputes and Grievance policy -

[http://www.stpaulsmtl.wa.edu.au/pdf/policy\\_dispute.pdf](http://www.stpaulsmtl.wa.edu.au/pdf/policy_dispute.pdf)

### **Pre-Kindy Class Facebook Page 2018**

Your class rep for 2018 is: **Name - email**

The St Paul's **Pre-Kindy 2018** Facebook group is a place for parents and carers of students in the class to come together to support and communicate with each other about various school matters.

Please be aware that the above rules must be adhered to when posting in the St Paul's **Pre-Kindy 2018** group

and all posts will be moderated by the class page administrator to preserve its integrity as a community page. Should a post break any of the rules aforementioned, the post will be deleted and, depending on the content, the author may be removed from the group. Inappropriate posts that contravene the guidelines and rules stated above will be reported to St Paul's Staff and will be managed in accordance with the schools Complaints, Disputes and Grievance policy.

As this is a community page, it is inappropriate to post complaints, grievances or disputes about St Paul's Primary School or members of its community. If you do have an issue with any systems, processes, communications or otherwise, please adhere to the following procedure for complaints and disputes:

Make an appointment to speak to:

1. The classroom teacher
2. An Assistant Principal, Mac Callisto (K – 2) or Jesse Yock (Yr 3 - 6)
3. The Principal, if further action is required

For more information on complaints and disputes within the school please see:

[http://www.stpaulsmtl.wa.edu.au/pdf/policy\\_dispute.pdf](http://www.stpaulsmtl.wa.edu.au/pdf/policy_dispute.pdf)