

Betty Layward PTFA Social Media Policy

This policy explains how The Betty Layward Primary School PTFA (the **PTFA**) uses its Facebook page. It applies to all users of this Facebook page.

The PTFA uses a closed Facebook page which is only accessible to its members. This means it can only be accessed by members of our school community who ask to become a member of the group. When the administrator has confirmed the request is from a permitted member that person may be accepted to the Facebook page.

Permitted members

Parents, Teachers, Carers, Governors and other members of the Betty Layward School community.

How this is used by our association

The PTFA uses its Facebook page exclusively for the running of the PTFA. It is used to communicate with members, promote PTFA events or elements of events, to recruit volunteers to support the PTFA's activities, thank local supporters and canvass members' views on PTFA matters. It can also be used as a message board to allow members to access useful information such as babysitters, good local tradespeople, advice regarding pets and similar matters.

When using the Facebook page please remember the following:

- **Use good judgment** - Regardless of your privacy settings, assume that all of the information you have shared on the Facebook page is public information.
- **Be respectful** - You cannot see a smile or understand nuances of speech on social media. Please keep the tone of discussion positive and respectful.
- **Be responsible and ethical** - Unless you are specifically authorised to speak on behalf of the Betty Layward School, please do not post messages regarding the school's policies, administration or operation. Any issue or concerns you have with the school should be raised directly with the school and not published on this Facebook page.

Usage that is not permitted

This Facebook page is not intended for discussing any aspect of the Betty Layward School other than the PTFA and its activities and should never be used to discuss school policy or promote any business other than where this is done for the benefit of the PTFA and with its permission. This Facebook page is not a forum to raise grievances, complaints or questions concerning the school and its administration. Inappropriate posts, including any derogatory comments, can and will be removed and the PTFA retains the right to remove any user who makes inappropriate use of this Facebook page.

Photographs

This Facebook page allows users to post photographs, videos and other materials. However, it is explicitly assumed that anyone posting a photograph, video or other material will own the rights to the content and any images and will have the permission of anyone featured to do so. The PTFA accepts no responsibility regarding ownership or permissions for any photographs, video or material posted on this Facebook page.

Application of This Policy

By using this Facebook page you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of this Facebook page.

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Availability of this policy

This policy is publicly available through the PTFA section of the Betty Layward school website and is referenced as part of the information stated on our Facebook page.