



Facebook Policy

This policy is applicable to all parents/carers and staff at Hollybrook Infant School.

There will be four pages on Facebook - one main page where only the school can post and will be for information, Newsletters and will be used in conjunction to the website, emails and letters. There will be three other pages, one for each year group, which are to be used as discussion forums only.

The parent forums are to be used for discussing fundraising, social events and meetings connected to the school. Please use the pages in a positive manner and please remember that any personal issues are to be discussed with the School, not on Facebook.

All pages and groups will be moderated and the PTA and School reserve the right to remove any postings or members if deemed necessary.

We have created a simple list of do's and don't's to help use this resource correctly. Please do the following:

- Use good judgment - Regardless of your privacy settings, assume that all of the information you have shared on your Facebook 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 school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Any issue or concerns you have with the school should be raised directly
- Correct any mistakes- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.

Don't share the following:

- Confidential information - If it seems confidential, it probably is. Online "conversations" are never private.

- Private and personal information - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. NEVER give out or transmit personal information of students, parents, or colleagues. Always respect the privacy of the school community members.
- Images - It is not acceptable to post pictures of either students or staff
- Other sites - Link to other sites are not permitted

Posts will be removed if they are:

- personal attacks (posts deemed libellous, profane, defamatory, disparaging, hateful, harassing, threatening, or obscene)
- break the law
- fraudulent, deceptive or misleading