Facebook
POLICY

The Cavendish Primary School Facebook Page is provided for the school community as a tool to enhance the current forms of communication in place. We will update this page as often as possible to share news about CPS and the achievements of the students and staff.

All comments posted on this page are at the discretion of the page administrators. Naming specific employees or students in a negative way will not be allowed. The page administrators will review all postings to make sure they do not violate the schools Acceptable Use Guidelines regarding Internet access and practices, as well as Family Educational Rights and Privacy Act provisions.

People making comments on the page are requested to show respect for their fellow users by ensuring the discussion remains civil, especially since Facebook allows individuals 13 and over to join. Comments are also subject to Facebook's Terms of Use and Code of Conduct. Remember that your name and photo will be seen next to your comment, visible to anyone who visits the page.

We welcome your thoughts and comments and look forward to what you have to say. However, we will not leave postings that:

- Contain abusive, discriminatory or inappropriate language or statements. This includes remarks that contain obscenities or are sexually explicit
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms. If you disagree with the content, we ask that you refrain from personal attacks or being disrespectful of others
- Do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or goad others into inflammatory debates. Malicious intent and/or participation not in the spirit of civil conversation will be excluded
- Are off topic. We will exclude comments not related to the subject of the conversation. If you have a question to ask on a different topic, please contact us via email. It is always best to start with the person most involved with your topic (classroom teacher, principal etc.)
- Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product
- Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.

The page administrators reserve the right to not post or remove any comments at any time, for any reason. Repeat offenders will be blocked from posting. If you have feedback or would like to report an inappropriate comment for us to review, send an email to cavendish.ps@edumail.vic.gov.au

All statements and viewpoints expressed in the comments are strictly those of the commenter alone, and do not constitute an official position of the Cavendish Primary School unless they are posted by the original author (who is an authorised representative of the School) or by a subject matter expert responding on behalf of the School.

The School will not post any photos of students to the Cavendish Primary School whose parent/guardian has not signed the approval form for permission to publish photos.

Administrators of the Cavendish Primary School Facebook Page for the 2018/19 school year will be:

Anthony Hill – Principal

Tammy Crawford – Business and Administration Manager

Lisa Ferrier – teacher

| These guidelines were last ratified by School Council in.... | October 2018 | |

Please see over the page for a list of Frequently Asked Questions regarding our Cavendish Primary School Facebook Page.

 Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse

Facebook Guidelines and Code of Conduct – FAQ's

What is the School's intention for Facebook?

Our intention is to grow our school community's understanding of social media and for them to make healthy connections to our school. Our Facebook account allows us to keep up-to-date with activities, events and announcements. We ask our community to accentuate the positives and bring to everyone's attention the little things that make our school great.

Why should I use my real name when 'friending' on Facebook?

We need to know who you are. We need to know you are legitimately a member of our school community. All users interacting with the Cavendish PS Facebook page, by either liking or commenting on posts should do so using accounts that clearly identify them by their real name. This way, if there is an issue, we can follow it up promptly.

What happens if someone uses nicknames instead of real names?

Even if the message was positive, the person using nicknames will be banned from the site because we do not know who they are and it breaches the terms and conditions outlined above – please use your real name only for both sites.

Can I use teacher's names when commenting?

It is not appropriate to directly use teachers or parent's names in your comments when framed in any way that is critical or negative. These issues have another private forum (phone or face-to-face) which is more appropriate. Positive comments are always welcomed as long as they are used respectfully. It is not appropriate to ever use student's full (last) name.

Can I raise issues on the sites?

Cavendish Primary School accepts the fact that we occasionally need to be alerted to issues (via telephone or direct contact) but the purpose of Facebook is to inform and celebrate. Issues involving any of the students or staff must not be raised on the Facebook page.

When items are posted we are happy to see people support the issue via a Facebook comment or a 'like' related to the thread. For instance, if we had a photo and post about the school sports and you were to comment, it should be a positive comment on that topic – not a comment on an unrelated topic (like 'nice sports but I hate the school fence').

We will not support interactions that incite or fuel negative sentiments. We also ask that you do not use the names of our teaching and administration staff, students or any other member of the community in any issues based postings.

Is it ever possible to use names in 'Comments'?

Yes, under certain circumstances. You can use names in posts when you wish to acknowledge someone's great work or community contribution (e.g. "Billy, the School Council President, did a great job …………").

We want our Facebook page to be used to build spirit; patting someone on the back publicly goes a long way to building the school we all want. Never use a student's full (last) name under any circumstances.

How do I interact with the Facebook Page?

Initially, users will be able to comment on the school's postings and on comments by other users. Users will also be able to 'like' a post or comment by clicking on the 'like' button. Users will be able to author a posting of their own **but not** load media such as video or photos. User rights will be reviewed over time and assessments made on access.

Can I add my child or other underage Facebook users?

No. Cavendish Primary School does not endorse children under the 13-year-old threshold imposed by Facebook to create their own Facebook account. We encourage children (under parental supervision using the parent account) to view our school's Facebook page and contribute to content together. We believe our community's conduct on our Facebook page will serve as a role model for our students as to how to behave in social media spaces. This is the best way to achieve that – together.

Can my child or I 'Friend' teachers on Facebook?

No. Our teachers operate under a code of conduct that states that they are to maintain a professional relationship with students and parents and refrain from online social interaction. Please do not seek to Facebook friend our teachers.

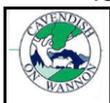**Is there any Moderation and or Blocklisting?**

Cavendish Primary School reserves the right to set the strength level of Facebook profanity filter and to add additional words and names to the page's blocklist. We reserve the right to remove users or to take down the entire site at any time.

Will my children's photos be published online?

The same rules for our web page apply for Facebook. All parents have already indicated their preferences for web publishing and we will apply those rules.

What actions result from any breaches of the Code of Conduct?

Cavendish Primary School reserves the right to ban any user from interacting with its Facebook page for breaches of the Code of Conduct. We can also remove comments that break the spirit of this agreement and follow up with phone calls.

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