

**Social Networking Site Policy from the
Parents Forum 2013**

'Facebook – Clewer Green School Parents'

**Policy provided for the approval at the Next Full Governors Meeting in order to
advertise the site within the school population.**

What is it?

The Facebook Group would be found on Facebook if you searched using “Clewer Green School Parents”. It would be a closed group, only open to members who have been approved by the group owner (ADMIN). Members will be parents/carers/grandparents of children attending Clewer Green School. Any Facebook user can see the group and who is in it but only members will be able to see the posts. You can be invited to join the group or you can request to join.

The site would contain the following information:

About – A brief description of the site content.

Photos – Photos can be added to the site (as per the School photograph policy)

Likes – Those who like the page

Timeline – Wall to post messages/comments

Events – Calendar of school activities, dates to remember

Members – A list of all approved members

Files – Any documents the group would like to have accessible

Objective

- To raise awareness of fundraising activities within School.
- To issue reminders and notifications.
- To provide details of key calendar dates which are already being publicised on the school website.
- To act as a complimentary tool alongside the school’s official web site, school newsletters, emails and text messaging service.

Ownership

The group would be owned by one or two people defined as ADMIN in this policy.

The Admin would be parents/carers of a child currently in school with an understanding of Facebook and who understands and abides by this policy in full. If at any time the Head teacher or governing body deem the site to be inappropriate the Admin would close the site immediately until the problem was resolved.

If the Admin resigns from this position, with a minimum of four weeks notice, it will be the Head Teacher's responsibility to authorise a new person to take over the role. If no-one is available then the site would be temporarily closed to until an appropriate owner could be found.

Admin is responsible for all site content issued by this group.

All members will be able to comment and post onto the group wall. All members will be able to see these comments and the Facebook name of the member. Any comments from Admin will show as "Clewer Green School Parents"

Admin will be fully responsible for approving and posting content for the site given to them.

Access Rights

Admin will have full access to the site and will be the only person who can comment as "Clewer Green School Parents"

Admin is the only person who has access to managing the site, in terms of deleting comments, adding comments and maintaining all other information contained within the site.

Admin will approve each individual member. Approving members will be dependent on them being a carer or parent or grandparent of a child currently attending Clewer Green School. Teachers and members of the governing body are also to be approved as members if requested.

Content

Clewer Green School's address will not be given to Facebook or appear anywhere on the site.

Any photographs of children, parents, grandparents, teachers or governing body will adhere to the School's current photography policy.

There will be no language allowed on the site that could be taken as offensive. If another member thinks that a comment made on the site is offensive they can challenge Admin.

There will be no mention of any children, parents, grandparents, teachers or governing body's names. Names will only appear on the site if a member were to post a response to the owner of the site at their own choice.

Any comments deemed offensive or inappropriate will be removed by Admin.

Members post comments at their own risk.

A copy of this policy will be available to members on the Facebook group page. All new members will be asked to read and agree to the policy.

Any comments within this site are not representative of the school or its governing body.