

# **Rutherford Primary School P&C Association Social Media Policy**

## **Policy**

Rutherford Primary School P&C Association is committed to providing a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communications in all mediums.

## **Policy Objectives**

The Rutherford Primary School P&C Association intend to utilise all forms of communication to promote the work of the P&C Association, the school and to engage community.

## **Responsibilities**

The President (or other Officer position as identified) is responsible for the administration and moderating of all Rutherford Primary School P&C Association social media.

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

Purpose of social media is to facilitate conversations in a dialogue, an opportunity to promote, listen, share, collaborate and respond to our colleagues and communities.

In using social media all P&C Association members, volunteers to the P&C Association and employees of the P&C Association agree to follow Rutherford Primary School P&C Association policies including the Code of Conduct.

P&C Association members, volunteers to the P&C Association and employees of the P&C Association agree to be clear in representing the P&C Association. Where a P&C Association member, volunteer to the P&C Association or employee of the P&C Association is not representing the P&C Association it should be made clear that comments are made by you as an individual. P&C Association members, volunteers to the P&C Association and employees of the P&C Association shall be mindful that your role with the Rutherford Primary School P&C Association may create a connection between what you say online and the P&C Association itself. Identify yourself when discussing P&C Association related topics or issues.

Where a P&C Association member, volunteer to the P&C Association or employee of the P&C Association uses social media they shall represent the P&C Association well and be sure that the content published is consistent with expected professional standards.

P&C Association members, volunteers to the P&C Association and employees of the P&C Association shall be mindful that social media posts may have consequences where they are not appropriate. Will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

P&C Association members, volunteers to the P&C Association and employees of the P&C Association must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

P&C Association members, volunteers to the P&C Association and employees of the P&C Association will be polite and considerate in all social media activities. Where a post is

negative or brings disrepute to the P&C Association it shall be reported immediately to the moderator for removal. Where a party continues to post negative comments they may be blocked from the Rutherford Primary School P&C Association social media accounts & disciplinary action may be taken.

Rutherford Primary School P&C Association has adopted this social media policy at a general meeting of the members on the 9<sup>th</sup> August 2016.

PRESIDENT (NAME) Rebecca McIntosh (SIGNATURE) Rebecca McIntosh

SECRETARY (NAME) Natalie Vassallo (SIGNATURE) Natalie Vassallo

Acknowledgement to the © March 2011 NSW Department of Education and Training 'Social Media Policy'