



## **FACEBOOK GUIDELINES PROCEDURE**

### **RATIONALE:**

**God is a communicator and has given us means and ability to communicate.**

In order to communicate with our school community in a relevant and timely manner, Wellington Seventh-day Adventist School has a Facebook Group that enables teachers and staff to post content that will keep parents and whanau informed.

### **PURPOSES:**

1. To inform parents and whanau of upcoming events.
2. To share learning and student activities with parents and whanau.
3. To consult and invite feedback on school matters.

Our school's Facebook page allows our community to stay up to date with school activities through a medium preferred by an increasing number of people. Accessing and commenting on the Wellington Seventh-day Adventist School Facebook page indicates you have read, understood and accepted our Facebook Page Guidelines as set out below.

### **GUIDELINES:**

This group has been set up to share details about the happenings at Wellington Seventh-day Adventist School. To ensure this page is a positive reflection of the great things happening at our school, we ask you to respect our Facebook Page Guidelines.

1. Facebook users who have joined our group are able to comment on the school's posts and events and on comments by other users. Users' posts must be approved by an administrator before being published and will only be approved if they meet these guidelines and the purpose of the group.

2. Our Facebook Group is a closed group for parents and whanau (grandparents, uncles and aunts, etc.) of current and pre-enrolled students. Staff will vet those who request to join the group to ensure they fall into this category. From time to time, membership will be reviewed. Current students will not be approved to join the group.

3. We do not endorse children under the Facebook age threshold of 13 years creating their own Facebook accounts. We encourage parents to share content in our group with their children through their own accounts and to use our Facebook page as a role model for communication through social media.
4. We encourage you to provide feedback and comments, however we ask you to be respectful and contribute in a positive and constructive manner. Should you wish to bring a concern to the school's attention this should be done by contacting the school directly to ensure we are able to deal with this matter in a timely and appropriate manner.
5. The school will not respond directly to requests or messages on Facebook. If you need to contact the school, please speak to your child's teacher, call us directly on 04 237 6282 or email [office@wellingtonsda.school.nz](mailto:office@wellingtonsda.school.nz)
6. Not all of our community wish to use Facebook so please refrain from naming children. You may use adults' names in posts when you wish to acknowledge someone's great work or contribution. We wish our Facebook page to be used to build spirit and for 'patting someone on the back' publicly as we believe it goes a long way towards building a positive school and community.
7. As the group administrators we reserve the right to remove any content which we deem to be in breach of these Facebook Page Guidelines. This includes discriminatory, illegal, obscene or misleading/fraudulent comments, spam or any content which may break intellectual property laws.

Should you fail to comply with the Facebook Page Guidelines you may be removed from the Wellington SDA School Facebook group.

### **CONCLUSION**

Wellington SDA School Facebook group is a means to communicate with parents and whanau about the events, achievement, activities, and plans of the school in a timely and positive manner.

**Review Responsibility:** *Principal & Teachers*

**Date Confirmed:** 31 July 2020

**Principal:**