



## RATIONALE

The parents and friend's association at Salvado Catholic College is called Friends of Salvado (FOS). The role of FOS is to foster and support positive relationships within the school community and encourage community involvement, growth and development. FOS will utilise the social media platform 'Facebook' to promote FOS and to communicate FOS related friend-raising and fundraising activities.

In accordance with the teachings of the Catholic Church, the practice of communication regardless of the medium, must be honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

## DEFINITIONS

- **Defamation:** "a written or verbal statement that tends to lower another person's reputation" – see full definition from CECWA Information and Communication Technology Use by Staff Guidelines
- **Harassment, Discrimination and Bullying:** "unwelcome and unwanted conduct that discriminates against, humiliates, offends or intimidates another person" – see full definition from CECWA Harassment, Unlawful Discrimination, Victimisation and Bullying policy
- **FOS:** Friends of Salvado
- **FOS Executive Committee:** President, Vice President, Secretary, Treasurer
- **Administrators:** Two members of the FOS Executive Committee
- **Contributors:** Parents and carers who have students who currently attend Salvado Catholic College
- **School:** Salvado Catholic College
- **FOS Activities:** fundraising and friend-raising events and promoting FOS
- **School Community:** Students who attend Salvado Catholic College, their parents, carers, non-school aged siblings and extended families of students.
- **Personal information:** telephone numbers, house addresses, email addresses, unrelated website addresses.

## SCOPE

These Guidelines apply to the FOS Facebook Administrators as well as any member of the College community who wishes to make a contribution to the FOS Facebook page.

### 1) PRINCIPLES

- 1.1 The use of the Facebook page by FOS must comply with all of Salvado Catholic College's rules and policies, especially regarding child and privacy protection.
- 1.2 The FOS Facebook page settings will be set to PRIVATE.
- 1.3 The FOS Facebook page is to be used as a platform to communicate and promote **only** FOS and FOS Activities to the Salvado Catholic College parents and carers **only**.
- 1.4 The FOS Facebook page will have two Administrators chosen from the FOS Executive Committee and approved by the Principal.
- 1.5 The Administrators of the FOS Facebook page have a responsibility to ensure that the dignity of the person is maintained and respected at all times and in all circumstances.
- 1.6 The FOS Facebook page, and anything communicated or created on it, is the property of the College and is therefore subject to monitoring by the College.
- 1.7 Parents and Carers are to contact the College not the FOS Facebook page if they have questions related to College events and activities.
- 1.8 The Administrators and the College reserve the right to moderate (refuse, delete or edit) any contributions to the FOS Facebook page that are in breach of these Terms of Use.
- 1.9 The Administrators and the College reserve the right to terminate access to the FOS Facebook page if Administrators and contributors are in breach of these Terms of Use.

- 1.10 Administrators and contributors to the FOS Facebook page must also comply with Facebook's Terms and Conditions.
- 1.11 Misconduct on the part of an Administrator will result in termination of their role as Administrator.

## 2) PROCEDURES

Administrators of the FOS Facebook page, as well as Contributors to the FOS Facebook page should familiarise themselves with the following Terms of Use.

### Terms of Use

These Terms of Use may be modified at any time.

#### 2.1 Contributors

- i. Contributors to the FOS Facebook page is open **only** to parents and carers of students who currently attend Salvado Catholic College.
- ii. Contributors to the FOS Facebook page will be approved by the College before membership requests are accepted.
- iii. If families leave the College, their access to the FOS Facebook page will be removed.

#### 2.2 Acceptable use of the FOS Facebook page includes:

- i. Facilitating, gathering, creating and disseminating relevant information related to FOS activities.
- ii. Connecting parents and carers for the purpose of contributing to FOS activities.
- iii. Answering parents' and carers' questions relating to FOS Activities.
- iv. Any other tasks related to supporting and promoting FOS and FOS Activities.

#### 2.3 Unacceptable use of the FOS Facebook page

- i. Facilitating, gathering, creating and disseminating information unrelated to FOS or FOS activities.
- ii. Sharing photos of students or other children in the College community.
- iii. Sharing Personal Information without consent.
- iv. Communicating with students or children on a personal level.
- v. Posting defaming, harassing, discriminating or bullying comments in reference to a person or organisation, or relating to the College, FOS or people within the College Community.
- vi. Conducting private business for commercial gain.
- vii. Using the Facebook page for illegal activities.
- viii. Sharing sexually offensive or explicit material.

## REFERENCES

CECWA ICT Use by Staff Policy

## RELATED DOCUMENTS

Salvado Catholic College Code of Conduct

Salvado Catholic College Communication Policy

Salvado Catholic College Communication Protocols for Parents and Carers

Salvado Catholic College Harassment, Unlawful, Discrimination, Victimisation and Bullying (Staff) Policy

Salvado Catholic College ICT Use by Staff Policy

Originally Released	Date of Last Review	Date for Next Review
<b>2020</b>		<b>2021</b>