



**MountClear**College

## Facebook Page Policy

Facebook is a powerful tool to enhance communication and participation with the College community.

This policy provides information to the College community about how our College Facebook page and our College Careers Centre Facebook page are managed to ensure that the information is relevant, appropriate and within the Department of Education's Social Media Policy guidelines. We aim to use our Facebook pages to strengthen school spirit and pride and feel that public acknowledgement is a great catalyst in building a positive school community.

### **Purpose:**

The College Facebook page has been created to share details of what's happening at Mount Clear College and to celebrate our school community. Our aim is to keep our College community informed using an inclusive online space accessible by all. The College Careers Centre Facebook page provides an avenue to share details pertinent to careers information and opportunities for our students. To ensure these spaces are enjoyable and safe for all to visit and connect with, we ask that you adhere to the guidelines below.

### **Scope:**

Our Facebook pages will be used as a social media forum to showcase College events, recognition of student achievements, sporting events, information evenings, careers information and as a means to share information with our College community.

### **Guidelines:**

1. The Mount Clear College Facebook page will be administered by the College's nominated Assistant Principal and two nominated education support administration staff. The Mount Clear College Careers Centre Facebook page will be administered by the College's nominated Careers Advisor.
2. The Facebook pages passwords for access will be stored offline on the USB with all other confidential passwords and will only be available to the approved authorised page administrators.
3. Page administrators reserve the right to remove any content deemed to be in breach of this policy. This includes discriminatory, illegal, obscene, inappropriate or misleading/fraudulent comments, spam, or any content that may violate intellectual property laws.
4. Students must have a "Student and parent guardian consent for electronic recording and/or publishing form" signed prior to their photographs and/or names being posted on our pages.
5. Users are able to post comments however these comments will not be visible until approved by the nominated Assistant Principal or Careers Advisor. Facebook users who have "liked" our pages are able to comment on posts made by the school and subsequent comments by other users. These comments will be monitored by page administrators.
6. Users can "like" articles on the pages, however cannot upload media such as photos or videos.
7. Parents and guardians are encouraged to share our pages with their children through their own accounts and to use our Facebook pages as a role model for appropriate communication through social media. Facebook rules and guidelines recommend that children under the age of 13 years should not be creating their own accounts.
8. We encourage parents and the community to provide feedback, however we would ask you be respectful and contribute in a positive and constructive manner. All feedback will be monitored by the College's page administrators.

9. Concerns about the content on our Facebook page should be directed to the College via telephone 5330 1500 or email [mount.clear.sc@edumail.vic.gov.au](mailto:mount.clear.sc@edumail.vic.gov.au) All concerns will be addressed in a timely manner.
10. At all times, Mount Clear College adheres to DET's School Policy and Advisory Guide.

We are excited to offer an additional channel of communication with the Mount Clear College Community and look forward to your input and feedback.

**Department of Education & Training (DET) Privacy Collection Statement:**

Mount Clear College is utilising social media tools to inform parents and community members of events and opportunities at the school and to build a stronger sense of school spirit and pride. We will post about upcoming and past events, achievements and school activities, including but not limited to photos and videos at events, images of student works and details of staff, students and wider community projects and achievements. Be aware that other registered users will be able to view any posting made by the Page administrators and any responses from other registered users that are posted.

**Child Safe Standards:**

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at:

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

**Evaluation**

<b>Date implemented</b>	September 2017
<b>Approved By</b>	School Council – September 2017
<b>Responsible for Review</b>	Principal in conjunction with Facebook Page administrators
<b>Next Review Date</b>	September 2018
<b>References</b>	Department of Education Child Safety Code of Conduct