

Galilee Regional Catholic Primary School	System Update: 6.5.2022	
Version 0.1	Date of Next Review: 6.5.2023	



GALILEE REGIONAL CATHOLIC PRIMARY SCHOOL

SOCIAL MEDIA POLICY

RATIONALE:

Our school acknowledges the ever increasing use of social networking sites as a means of communication and information sharing. The widespread availability and use of social networking applications brings opportunities to engage and communicate with audiences in new ways. This policy aims to support the safe and positive use of an official school Facebook and Instagram page as a means of communication and promotion of Galilee Regional Catholic Primary School to the school community and wider community.

AIM:

The Social Media pages will serve a number of purposes, most importantly further assisting with the school's communication with parents and the wider community as well as promoting the fantastic learning and events in our school. The page aims to provide a positive digital space on school related events.

IMPLEMENTATION:

1. The official Galilee Regional Catholic Primary School Social Media pages will be administered only by selected staff, namely Administrative and Leadership team members.
2. The administrators are responsible for adding posts to the page. Staff wishing to add information or other items (e.g. photos, videos and links) to the page must forward such information to the Administrators with a request to add content.
3. Content must be accurate and appropriate, including photos, videos, student work and school events. Posts will be sensitive to private and specific information relating to students, including no surnames and no tagging staff or students. Administrators and staff need to be aware of students who have had permission denied to feature in posts of any nature as per parental requests.
4. The rights and responsibilities of an Administrator include, but are not limited to:

- a) Adding information/updates to the Page within a reasonable time of being requested to.
 - b) Ensuring that all posts adhere to the MACS and Galilee Regional Catholic Primary School Policy regarding photos and videos as well as the Cyber Safety Policy and the Child Safety Policy.
5. All posts will have commenting rights turned off and post sharing will not be allowed on either Facebook or Instagram.
6. Professional development for all administrators will include child safety and cyber safety information.