



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
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Request to be added to Official Facebook Page (Private Group)

Child's Name: _____ Relationship to Child: _____

Parent/Guardian/Grandparent name of account: _____

Facebook name to be added (name must be exact): _____

Email address: _____

(Please print your email address clearly because this will be used to send you the Facebook invite to join)

By signing this form you are agreeing to the Code of Conduct and Usage Policy (please see attached)

Signature: _____ Date: _____

* Please note that our Facebook Page is a private group and people can only be added by an administrator of the Facebook Page. You cannot be invited to join by other members of the Facebook Page.

Once the office has received your completed form, you should then receive an email inviting you to join our school Facebook Page. This may take 2-5 business days to process.

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ADMIN USE ONLY

Date email invite was sent: _____

Date Member was added: _____

Admin name & signature: _____

KILMORE PRIMARY SCHOOL



Facebook Policy

Rationale:

Social networking is integral to the lifestyles of young Australians. The widespread availability and use of social networking applications brings opportunities to understand, engage, and communicate with the community in new ways. Our intent is to grow our school and community's understanding of social media and to make connecting with our school community more convenient.

Aims:

- To foster our school and community's understanding of social media and to make connecting with our school more convenient for our families.
- Allow our community to keep up to date with activities and promotions through a medium which is preferred by many.
- To build our school spirit, inform our community about our work, and to connect people.

Implementation:

- Our school believes a Facebook page is an excellent and contemporary way to communicate information to, and celebrate our success, with members of the community.
- Information posted to our Facebook page will be approved by administrators. Posts will contain information such as reminders of events, calendar dates, celebrations of student learning and achievement, and links to other important information that may be available periodically on our school website.
- Photos of people will not be posted or approved.
- The Facebook page will not be the sole mechanism for distributing important information. It will be stated clearly that there is no requirement for parents, students or staff to 'Like' or follow our Facebook page.
- All users interacting with the school Facebook page, by either liking or commenting on posts must have completed the school's Facebook registration form available from the office.
- Our school encourages families to share positive comments in relation to current events. We remind members of our community that there are many issues which are best dealt with privately, in consultation with relevant staff members. Issues involving students or staff must not be raised on our Facebook page.
- Users will be able to comment on all postings and on comments by other users unless commenting has been disabled. Users will also be able to 'Like' a post or comment by clicking on the 'Like' button.
- Users will be able to submit posts for approval by Facebook administrators. If a post request is declined, the 'poster' will be contacted by private message on Facebook by an administrator



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- Our school does not endorse students under the age of thirteen years of age (a threshold imposed by Facebook), having their own Facebook account. No current students will be able to join.
- We anticipate the conduct of our community members on our Facebook page will serve as a role model for our students on how to behave in social media spaces. By joining the KPS Facebook page, all members agree to follow this policy and the Code of Conduct.
- Our school will actively monitor the school's Facebook page, and will remove without warning any comment that does not follow the guidelines stated in this policy. Any user continuing to post comments outside the scope of this policy will be blocked from accessing the Facebook page, and may be subjected to sanctions contained within our Code of Conduct.
- Our school's Facebook page operates under the Commonwealth Telecommunications Act and Facebook's Terms and Conditions.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council: June 2017	Review Date: June 2020
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KILMORE PRIMARY SCHOOL



Facebook Code of Conduct



Our Facebook Page Intent

Our intent is to grow our school and community's understanding of social media and to make connecting with our school more convenient. We wish our content to be more accessible and to also tap into the knowledge and support base of our parent community. Our school's Facebook page allows our community to keep up to date with activities through a medium preferred by many. Our Facebook page is a place where we build our community by building school spirit and provide an avenue for easy access to information.

Our Code of Conduct

- Application Form

All users must complete an application form prior to becoming an approved member of the group.

- Using Names in Posts

Names can be used in posts when you wish to acknowledge someone's great work or community contribution. We wish our Facebook page to be used to build spirit; patting someone on the back publicly goes a long way to building the school we all want.

- Interacting with the Facebook Page

Users will be able to author a posting of their own which will be approved by an administrator. Users will also be able to 'like' a post or comment by clicking on the like button.

- Under Age Facebook Users

Kilmore Primary School does not endorse children under the 13 year old threshold imposed by Facebook creating their own Facebook account. We encourage children under parental supervision to view our school's Facebook page and contribute to content. We believe our communities conduct on our Facebook page will serve as role modelling for our students as to how to behave in social media spaces.

- Friending Teachers on Facebook

Our teachers operate under a code of conduct that states that they are to maintain a professional relationship with students and parents. Please do not seek to Facebook friend our teachers.

- Moderation and Blocklisting

Kilmore Primary School reserves the right to set the strength level of the Facebook profanity filter and to add additional words and names to the page's blocklist.



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- Actions Resulting from any Breaches of the Code of Conduct

Kilmore Primary School reserves the right to ban any user from interacting with its Facebook page for breaches of the Code of Conduct. Kilmore Primary School Facebook page operates under the Commonwealth Telecommunications Act and Facebook's Terms.

Ratified by School Council:

May 2017

Review Date:

May 2020