

OLD DALBY COFE PRIMARY SCHOOL PTA SOCIAL MEDIA POLICY

Old Dalby CofE Primary School PTA has a Facebook page and an Instagram page. Please click on the links to like the pages and stay up to date with all PTA news and events.

<https://www.facebook.com/olddalbypta/>

<https://www.instagram.com/olddalbypta?igshid=5dlrabidpb12>

Please make sure to read our **Data Retention, Protection and Data Privacy Policy** and this **Social Media Policy** before posting on the sites:

What is this policy and why do we need it?

This policy covers activity on Old Dalby CofE Primary School PTA's Facebook and Instagram pages which will be used as a means of sharing information on PTA events, outcomes and to encourage the school, and wider, community to become involved in the life of the school. The policy exists to ensure that our social media output is as good as it can be and doesn't do anyone any harm.

Who can post to social media?

Our social media pages are managed by PTA appointed administrators who post all updates. **Members of the broader community can react to the information and post comments.** They will also be able to message the administrators via private messenger.

How is this monitored?

The social media output of the PTA is monitored daily by the administrators. The PTA reserves the right to delete or withhold any content from going live that does not adhere to our policy (see below). Old Dalby CofE Primary School also has the power to ask for inappropriate content to be removed.

What are the responsibilities of people who have access to the organisation's social media tools?

The administrator's role is:

- General upkeep of the PTA Facebook and Instagram pages.
- Informing parents of upcoming events and general promotion of the PTA.
- Monitoring content and responding to messages.

What is inappropriate content?

Inappropriate content is defined as, but not restricted to, the following:

- Criticism of school policy, practices, or staff.
- Obscenity, nudity, defamation or hate.
- Comments/posts that threaten to harm individuals, groups, or organisations.
- Endorsement or encouragement of illegal activities.
- Multiple off-topic posts or repetitive posts that are copied and pasted.
- Personal information including but not limited to e-mail addresses, telephone numbers, mailing addresses.
- Photographs of any person who has not given their express permission for their photograph to be posted on our pages. Only photographs posted by PTA appointed administrators are allowed.

Note: current students will not be permitted to like or comment on the page should they have access to social media.

What are the consequences for breaching this policy?

Failure to comply with this policy could result in the removal of Old Dalby CofE Primary School PTA Facebook and/or Instagram pages.

Please continue to keep up to date with our Data Retention, Protection and Data Privacy Policy and our Social Media Policy, found on Old Dalby CofE School's website as it may be added to periodically to ensure that our social media pages remain a safe and welcoming place for all users.