



NEWHAM PRIMARY SCHOOL

facebook Group Guidelines

Newham Primary School Community facebook group is endorsed by Newham Primary School to allow our community to keep up to date with activities, support and social connections through the use of an easily accessible online environment. It will be used in conjunction with the school communication app uEducateUs. It does not replace uEducateUs.

1. Users of the NPS Community facebook group must be respectful of and adhere to the school's values and Respect for School Staff Policy.
2. Newham PS encourages the school community to share positive news, upcoming events (for example, Newham Plant Sale, Newham & District Landcare Group, Newham Mechanics Institute Events, not business related events) and general enquiries using the facebook group (NPS Community). Members are not permitted to include photos or videos of students in their posts. All posts will be approved by moderators, usually within 24 hours.
3. NPS Community will not support negative posts or comments. Negative posts will not be approved. Negative comments will be deleted.
4. All posts are managed by the moderators of the page. Examples of what can be posted to the group by the school include: virtual tours, enrolment flyers, what we do well videos eg. junior & senior unit videos, remote learning videos, general school advice notices, photos of students and their work, virtual assemblies, fundraising events etc.
5. Issues involving personal relationships with students or staff must not be raised on this facebook page. These should be raised privately or in accordance with the school's Complaints policy.
6. NPS Community will not accept posts that promote businesses unless a prior arrangement has been approved by the school.
7. Community information that doesn't directly affect the school should not be posted on the NPS Community group. We encourage students and parents to consider a more suitable platform such as a local Buy Swap Sell facebook Group. For example, warning parents of a theft from cars during school drop off or adverse road conditions on a school route is welcome, but a Buy Swap Sell site is more suitable and has a more far-reaching audience for general information about animal welfare or the best fence to keep cattle in.
8. Members will be able to like and comment on posts. All posted comments will be reviewed by the moderators.
9. NPS Community is a closed facebook group. Messages will only be able to be viewed by members. All members will be required to be approved by the page moderators. All members must have a direct personal connection to Newham Primary School and be identified by their real name.

10. The moderators retain the rights to take away the membership of this group from any member who contravenes these acceptable use guidelines. Two FB group moderators and the Principal will discuss any posts/comments contravening these guidelines which will result in 1. direct contact with the person posting/commenting, 2. 'time out' from the group for a certain period or 3. removal from the group with no further membership allowed in the future.
11. Members will be removed once their connection with the school ceases i.e. they no longer have students enrolled at or a direct involvement with the school.
12. Following facebook's terms and conditions, NPS Community does not endorse the creation of a facebook account by children under 13 years of age and will not accept children as members.
13. NPS Community facebook group operates under the Commonwealth Telecommunications Act and facebook's Statement of Rights and Responsibilities. We respect and adhere to the NPS ICT User Agreement.

REVISION HISTORY

School Council approval required.

Name Policy					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	October 2016	October 2016		Julie Soutter	3 to 4 years – October 2020
2	September 2018	September 2018	Inclusion of clarification around events/posts that can/cannot be included.	Stuart Telford	3 to 4 years – September 2022
3	November 2018	November 2018	Change of wording of messages to comments. Inclusion of ramifications for members' posts/comments that contravene the guidelines and members will be removed if they no longer have a direct involvement with the school. Paragraphs reordered. Inclusion of reference to school values and applicable policies.		
4	September 2020	October 2020	Change of wording to allow the school to post photos and videos of students and their work which may include links to websites used to store student work eg. Padlet. Members are not permitted to include photos/videos of students in their posts.	Simone Wood	3 to 4 years – October 2024