

## OUR LADY OF LOURDES PARENTS AND FRIENDS' ASSOCIATION FACEBOOK GROUP GUIDELINES

### OBJECTIVES

The following guidelines are provided for management of the Our Lady of Lourdes Parents and Friends (OLOL P&F) Facebook Group.

### DEFINITIONS

- a) **Facebook Group** - OLOL P&F Facebook Group. This is a closed Facebook group for internal P&F and school activities only. The purpose of this group is to communicate internal P&F events. Members can only enter this Facebook Group by being accepted by an Administrator. Material posted within the Facebook Group can only be viewed by accepted members. The Principal and administrators have the discretion to reject, remove and/or ban parties from the Group page.
- b) **Administrator(s)** Responsible for monitoring the Facebook Group to ensure postings and material are in keeping with the ethos of the OLOL Catholic School and the OLOL P&F. The Administrators are also responsible for accepting members to the Facebook Group.
- c) **The Principal** – Principal of the OLOL Nollamara Catholic Primary School
- d) **School** – OLOL Nollamara Catholic Primary School

### GUIDELINES

The following guidelines are provided for members of the OLOL P&F Facebook Group. Members are reminded that in using this group page they should at all times be promoting the ethos and values of the School as well as protecting the dignity and privacy of others.

- a) All postings; including photos and comments, are to be in keeping with the values and ethos of the School, i.e. no bad language, inappropriate photos or comments;
- b) While constructive feedback on events is welcomed, members should not post comments that are overly critical of the event, individuals or the organising committee;
- c) Advertising of events should be conducted by the Administrator to ensure that the OLOL P&F complies with the licensing requirements for the event;
- d) Members may post photos of adults involved in P&F events on the Facebook Group.
- e) Members are only permitted to tag (include person's name) photos of themselves. Tagging of other people in photos is not permitted by anyone.
- f) Photos where the faces of children can clearly be seen can only be posted on the Facebook Group with the express permission of the parent/guardian of each child that is in the photo.

## ADMINISTRATORS

The Administrators of Facebook Group are as follows;

- President, OLOL P&F;
- Secretary OLOL P&F; and
- Any person nominated by the Principal.

## SECURITY

The Administrators will be responsible for monitoring postings on the Facebook Group on a regular basis. Community members who identify any inappropriate material or postings should contact the P&F President via email [j\\_wood@iinet.net.au](mailto:j_wood@iinet.net.au) or the School Secretary in the first instance.

Administrators have the right to determine whether a posting is inappropriate and should be removed. Any issues or concerns (including decisions to decline membership or ban members) will be referred to the Principal whose decision on any matters relating to these pages is final.

## PLEASE NOTE:

**Our Lady of Lourdes Nollamara Facebook Page is an open page which is available to any member of the public to post comments, views and photographs. This page has not been authorised by the school and is not administered by the school.**

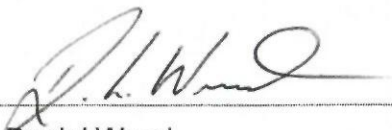
## PROCESS FOR MEMBERSHIP OF FACEBOOK GROUP

Eligibility for membership of the Facebook Group is only available for staff of the School and/or parents, provided they have at least one child still enrolled in the school.

An audit will be conducted at the end of each school year and members of the Facebook Group who no longer have a child enrolled at the school will be removed.

Process for inclusion:

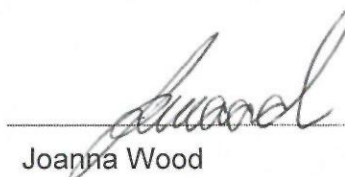
1. Complete application form below
2. Submit to OLOL School Secretary for confirmation of eligibility
3. Go to Our Lady Of Lourdes P&F Facebook Group and request membership
4. Administrator to approve membership once confirmed by the school.



Daniel Wood

Principal

OLOL Catholic Primary School



Joanna Wood

President

OLOL Parents and Friends Association

30 /05/2014

29 /05/2014



## OLOL P&F FACEBOOK GROUP APPLICATION

I \_\_\_\_\_ would like request permission to join the OLOL P&F Association's Facebook Group.

I have read the Policy governing the use of this page and agree to adhere to all terms and conditions.

I understand that my eligibility to for this Facebook Group will cease once I no longer have a child enrolled at the school.

Name of youngest child and current year at school \_\_\_\_\_

Your Email address: \_\_\_\_\_

Signature of applicant

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Eligibility confirmed by School Secretary Yes/No

Signature of School Secretary \_\_\_\_\_