

## **Brookfield State School P&C Facebook Page Administration Guidelines**

Brookfield State School P & C will use social media as a means to communicate community information and events. The platform will be monitored by two members of the executive committee and, where possible, the communications representative of the committee. A member of the school leadership team will also have admin access. All admin users must be current P & C members.

The generic email, [pandc@brookfieldss.eq.edu.au](mailto:pandc@brookfieldss.eq.edu.au) must be added as an administrator of the page to ensure new committees can maintain social media.

At the conclusion of the P & C year (AGM), the exiting committee members must be removed as administrators and the incoming committee members be added.

The P & C administrators of social media are to ensure that no students' images are to be used nor be shared from the main school Facebook account. Staff and parent/guardians' images may be used with their permission.

Tone of posts will be promotional and positive, supporting school policies, procedures and initiatives.

Negative comments from community members are to be constructively responded to where possible or removed.

Concerns unrelated to the P&C should be directed to the relevant organisation (eg concerns regarding school operations should be forwarded to the Principal and responded to with: **Please contact the School Administration Office regarding this concern as it is not a P&C matter.**)

Security on the account is to be high to monitor language and content.

Community members with negative behaviour are to be removed and banned from the page.

No content (intellectual property, music, TV or film footage) will be uploaded without explicit approval from the content owner.

The P&C will act in accordance with S426 of the Education General Provisions Act.