



P&F FACEBOOK PAGE – TERMS OF USE

RATIONALE

The Parents and Friends Association at St Helena's Catholic Primary School is called the SHCPS Parents and Friends Association. The role of the SHCPS P&F Association is to foster and support positive relationships within the school community and encourage community involvement, growth and development. The SHCPS P&F Association will utilise the social media platform 'Facebook' to promote the P&F and to communicate P&F related friend-raising and fundraising activities.

DEFINITIONS

- **Defamation:** "a written or verbal statement that tends to lower another person's reputation".
- **Harassment, Discrimination and Bullying:** "unwelcome and unwanted conduct that discriminates against, humiliates, offends or intimidates another person".
- **SHCPS P&F Committee:** Chair, Deputy Chair, Secretary, Treasurer.
- **Administrators:** Two members of the SHCPS P&F Committee.
- **Contributors:** Parents and caregivers who have students who currently attend St Helena's Catholic Primary School.
- **School:** St Helena's Catholic Primary School.
- **P&F Activities:** friend-raising and fundraising events and promoting the SHCPS P&F Association.
- **School Community:** Students who attend St Helena's Catholic Primary School, their parents, caregivers, non-school aged siblings and extended families of students.
- **Personal information:** telephone numbers, house addresses, email addresses, unrelated website addresses.

SCOPE

These guidelines apply to the P&F Facebook Administrators as well as any member of the School community who wishes to make a contribution to the SHCPS P&F Facebook page.

PRINCIPLES

- The use of the Facebook page by the SHCPS P&F Association must comply with all of St Helena's guidelines, especially regarding child and privacy protection.
- The P&F Facebook page is to be used as a platform to communicate and promote only P&F and P&F Activities to the St Helena's parents and caregivers.
- The P&F Facebook page will have two Administrators chosen from the P&F Committee and approved by the Principal.
- The Administrators of the P&F Facebook page have a responsibility to ensure that the dignity of the person is maintained and respected at all times and in all circumstances.
- The P&F Facebook page, and anything communicated or created on it, is connected to the School and is therefore subject to monitoring by the School.
- Parents and Caregivers are to contact the School, not the P&F Facebook page if they have any questions related to School events and activities.
- The Administrators and the School reserve the right to moderate (refuse, delete or edit) any contributions to the P&F Facebook page that are in breach of these Terms of Use.

- The Administrators and School reserve the right to terminate access to the P&F Facebook page if Administrators and contributors are in breach of these Terms of Use.
- Administrators and contributors to the P&F Facebook page must also comply with Facebook's Terms and Conditions.
- Misconduct on the part of an Administrator will result in termination of their role as Administrator.

PROCEDURES

Contributors

- Contributors to the P&F Facebook page is open only to parents and caregivers of students who currently attend St Helena's Catholic Primary School.

Acceptable use of the P&F Facebook page includes

- Facilitating, gathering, creating and disseminating relevant information related to P&F activities.
- Connecting parents and caregivers for the purpose of contributing to P&F activities.
- Answering parents' and caregivers' questions relating to P&F activities.
- Any other tasks related to supporting and promoting P&F and P&F activities.

Unacceptable use of the P&F Facebook page

- Facilitating, gathering, creating and disseminating information unrelated to P&F or P&F activities.
- Sharing photos of students or other children in the School community.
- Sharing Personal Information without consent.
- Communicating with students or children on a personal level.
- Posting defaming, harassing, discriminating or bullying comments in reference to a person or organisation, or relating to the School, P&F or people within the School Community.
- Conducting private business for commercial gain.
- Using the Facebook page for illegal activities.
- Sharing offensive or explicit material.

RELATED DOCUMENTS

CEWA Parent and Carer Code of Conduct

St Helena's Catholic Primary School Code of Conduct

St Helena's Catholic Primary School Communication Guidelines

SOURCE OF AUTHORITY	
CECWA Policy	<i>Community</i>
Executive Directive	<i>Code of Conduct</i>
Originally Released	<i>2025</i>
Last Review	<i>2026</i>
Next Review	<i>2027</i>