



OUR LADY OF THE CAPE CATHOLIC PRIMARY SCHOOL CLASS FACEBOOK GUIDELINES

Dear Parents,

In keeping with our school values and the OLC [Code of Conduct](#), please carefully read and abide by the following information when participating in, maintaining or creating an OLC class Facebook page. **(For example, OLC class of 2017 Page).**

Information for all Administrators of any OLC Class Facebook Page:

Please invite and include OLC Admin Facebook (OLC Cape) as an administrator to any OLC class page as soon as possible. Contact Fran Marrell for further details.

When creating and setting parameters for any Facebook page associated with Our Lady of the Cape Catholic Primary School, please make sure the school leadership team are made aware that you are intending to create the OLC Class page and that the following introduction is used: **(Administrators of the Facebook page, please ensure that the below introduction is visible as a pinned post and the six guideline points are linked from the pinned post section.)**

Welcome to the Year _____ Facebook page. We encourage parents of this year cohort to interact with each other on this online forum. We welcome your participation and news. By following the guidelines below, all members of our online community will feel welcome and valued. **If you have any issues or concerns specific to your child, please contact the school administration or the class teacher directly.**

Information for all uses of any OLC Class Facebook page

1. **RESPECTFUL:** It is important that all members of the community are treated with dignity and respect. The use of hostile or obscene language, or making negative comments about students, families or staff at the school is unacceptable. This is a page for supportive conversations and is not a forum for debating controversial or personal issues.
2. **RELEVANT:** Please attend to, and remain on, the topic of discussion. Off-topic personal conversations that have no relevance to the post should stay on your personal Facebook page.
3. **NON-COMMERCIAL:** Posts of a commercial nature have no place on OLC Facebook page and these will be deleted.





245 Cape Naturaliste Rd
PO Box 562
Dunsborough WA 6281

t (08) 9755 3866
f (08) 9755 3720
e admin@ladyofcape.wa.edu.au

www.ladyofcape.wa.edu.au

4. **LEGAL:** Please be aware of copyright laws, intellectual property rights and the privacy law when posting, sharing and commenting. The school will delete posts that contain discriminatory or defamatory posts that relate to ethnicity, religion, gender, disability, sexual orientation or belief; or that encourage illegal activity. This includes judgements on the professional integrity of staff. All actions on this page are subject to the Facebook Terms of Service.
5. **MONITORING:** The P&F Executive Committee will be responsible for the monitoring of this site according to these guidelines. A delegate of the Executive may be charged with this task if required.
6. **IMAGES TAKEN AT SCHOOL EVENTS:** Our Lady of the Cape Primary School understands that Parents and Guardians attending school events may want to take photographs or video of their child. Please respect that other families may not want their child's image taken so please refrain from taking photographs of other students. The new Australian Privacy Principles require that an image cannot be published, or posted online, without the individual's explicit permission. We ask that our families support our efforts to safeguard all students by complying with this legal requirement.

These guidelines are to take effect immediately. If you are an administrator of one of the OLC class pages and you are unsure what to do, please contact Adrian Torrese or Fran Marrell for further explanation.

