



St Gregory's Primary School

PO Box 723, Queanbeyan NSW 2620
Email: office.stgregs@cg.catholic.edu.au



24th August, 2016.

Dear Parents and Carers,

St Gregory's is happy to announce that we will launch our own school Facebook page on Monday the 29th of August. Just log in to your own Facebook account, search for 'St Gregory's Primary School Queanbeyan' and click 'Like' to follow along for updates, information and photos of school life, as it happens!

Purpose.

St Gregory's Primary school would like to connect with all members of our school community as regularly and as easily as possible. As a result, the school leadership team and the school council have agreed that trialling a school Facebook page would be a useful forum in which to have a presence.

Posts and privacy.

Currently, posts will only be made by members of the school executive team and the page will be administered by the school principal, assistant principal and the ICT coordinator. Content that is posted will only refer to students and their work by their first names and all care will be taken to avoid posting photos that easily identify students. The policy of posting images of students is currently being reviewed, with the possibility of a 'use of student image for St Gregory's Facebook' option to be included in the image rights and use section of the 2017 ICT acceptable use agreement. For further clarification on the use of student's images at St Gregory's, please refer to our *Use or Disclosure of Personal Information Policy*, which can be accessed via the school website.

Communication.

The school Facebook page will remain in a 'trial' stage for 12 months. At this point, it will be used mostly as a one-way form of communication, where the school will share information regarding such things as upcoming events, updates about school excursions and camps, examples of student and teacher work, etc. As the school familiarises and becomes accustomed to the use of the page, we intend on becoming more interactive, in relation to replying to posts, etc. Due to this 'trial' phase, questions and queries *may*, but will not always be answered. Should you have any queries about the content that is posted, you should direct your enquiries to the school office or your child's teacher via email or the school phone.

Acceptable use.

The school reserves the right to delete and report any comments that are found to:

- Use discriminatory, defamatory, abusive or otherwise objectionable language.
- Amount to stalking, bullying, trolling or marginalising any individual or group.
- Relate to accessing or uploading pornographic, gambling or illegal content, including extreme images of graphic content (blood and gore, etc.) or information regarding activity relating to firearms, bombs, terrorism, etc.
- Provide links to accessing sites that promote hatred or extreme/fundamental beliefs and values.
- Contain comments or activity that brings Catholic Education, St Gregory's Primary School or a specific member of school staff's professionalism or ability to act in a professional manner into disrepute.



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Blocking and banning users from the school Facebook page.

If you are 'removed' from a page, you will no longer 'like' it and will not receive any updates in your Facebook news feed. If you are 'banned' from a page, you will no longer be able to post, share or comment on content on the school Facebook page.

In what cases would a user be banned or blocked?

- Swearing,
- Negative comments about any person, particularly school staff, other students, their families, etc.
- Arguments between Facebook users in the comments section of any post,
- Posting offensive and/or inappropriate images in the comments sections.
- Spamming

Should you have any other questions, queries or suggestions about the content of this note or the school Facebook page, please feel free to contact me via email at garreth.wigg@cg.catholic.edu.au

Yours Sincerely,

Garreth Wigg

Year 6 teacher and ICT coordinator.