

# **Highwood Copse Primary PTFA**

## **Social Media Policy**

This policy explains how our association uses social media. It is available and applies to all members of our association.

### **Details of the social media used by our association**

Highwood Copse Primary PTFA currently only use Facebook.

### **Access to the social media used by our association**

The Highwood Copse Primary PTFA uses Facebook. This is a closed group meaning that you can apply to join but this will need to be approved by the PTFA through our Facebook group administrator. Only approved members can see posts made to the group. However, once you are a member of the group, you can also post and these will be seen by all other members of the group who have been similarly approved.

### **Permitted members**

The Facebook group of Highwood Copse Primary PTFA is only intended for members of the association, in this case the parents, grandparents and teachers of Highwood Copse Primary school. This is regulated through this being a closed group and members needing to gain permission to join from the PTFA's Facebook group administrator.

Consider making specific reference to children;

Highwood Copse Primary PTFA does not want to encourage inappropriate use of social media by children. No application to join our Facebook group will be accepted by anyone aged less than 13 years.

Please note that pupils at the school are not usually regarded as PTFA members.

### **How this is used by our association**

Highwood Copse Primary PTFA uses its Facebook group exclusively for the running of the association. It is used to communicate with members, promote events or elements of events, to recruit volunteers to support the PTA's activities, thank local supporters and canvass members.

### **Usage that is not permitted**

The Facebook group of Highwood Copse Primary PTFA does not allow any personal correspondence between members, is not intended for discussing any aspect of the school other than the PTFA and its activities and should not be used to promote any business other than where this is done for the benefit of the PTFA and with its permission. Inappropriate posts, including any derogatory comment, can and will be removed by the administrator and the PTFA retains the right to ban any user who continues to make inappropriate use of the group.

### **Photographs**

The Facebook group of Highwood Copse Primary PTFA allows members to post photographs. However, it is explicitly assumed that anyone posting a photograph will own the rights to the image and will have the permission of anyone featured to do so. Highwood Copse Primary PTFA accepts no responsibility regarding ownership or permissions for any photographs posted by members of the group.

### **Application of this policy**

By using the Facebook group of Highwood Copse Primary PTFA you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group.

**Availability of this policy**

This policy is publicly available through the website of Highwood Copse Primary PTFA (include the web address), is sent regularly (at least once a year) to all members of the PTFA for whom an email address is held and is referenced as part of the information stated on our Facebook Group pages.