

# **Highbury Primary School PTA**

## **Social Media Policy**

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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**

Highbury Primary School PTA uses Facebook. You can see this by searching for us on Facebook Group - '**Highbury (Portsmouth) Parents and Carers Information**'  
Facebook Page - '**Highbury Primary School PTA Portsmouth**'

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

Highbury Primary School PTA uses Facebook. This is a closed group meaning that you can apply to join but this will need to be approved by the PTA 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. All posts are approved by admin first.

### **Permitted members**

The Facebook group **Highbury (Portsmouth) Parents and Carers Information** is only intended for parents and carers of Highbury Primary School. This is regulated through this being a closed group and members needing to gain permission to join from the PTA's Facebook group administrator.

The Facebook page **Highbury Primary School PTA Portsmouth** is intended for parents, carers, friends and relatives of Highbury Primary School. This is an open page and anyone can follow this page. No posts, photos or messages are permitted to this page, it is only an information page to promote our events for Highbury Primary School.

Highbury Primary School PTA 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 PTA members. However, PTAs may work closely with pupils.

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

Highbury Primary School PTA 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' views.



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

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

### **Photographs**

The Facebook group of **Highbury (Portsmouth) Parents and Carers Information** 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. Highbury Primary School PTA 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 **Highbury (Portsmouth) Parents and Carers Information** and Facebook page - **Highbury Primary School PTA Portsmouth** you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member from this group/page.

### **Availability of this policy**

This policy is publicly available through the Facebook group **Highbury (Portsmouth) Parents and Carers Information** and Facebook page **Highbury Primary School PTA Portsmouth**. This will be sent regularly (at least once a year) to all members of the PTA for whom an email address is held and is referenced as part of the information stated on our Facebook Group pages.

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