**St Albert's PC January 2024**

**Social Media & Digital Policy**

**AIMS**

While St Albert's PC uses social media to conduct much of it’s activity and communications, it is aware of its responsibilities towards the school community when using all forms of media. This policy sets guidelines for PC members, group moderators and parents, guardians and carers of pupils on using media sensibly, rationally and respectfully and the procedures for dealing with unacceptable behaviour.

This policy relates specifically to the PC activity and is unrelated to any school or Glasgow City Council social media policy.

**How we use social media & digital platforms**

St Albert's PC uses the following platforms:

List each platform you use and how you will use it. Examples as follows –

* Facebook Page – to publicly communicate news about the school and promote our activities
* Facebook Groups - used as discussion forums and a direct extension of the Facebook Page
* X– to publicly communicate news about the school and promote our activities and news
* Gmail – e-newsletter promoting activity, stores mailing list
* WhatsApp – communication between PC member
* Zoom – online meetings & webinar
* Google Drive – store and share documents, use Google Forms for survey
* Canva – to create graphics

All channels are managed by the PC Chairperson with the assistance from assigned moderators on our Facebook Groups.

**Posts**

Examples of posts include: events, parent council specific information, Education Services updates, messages relating to schools & education, sharing useful resources, video content etc

Posts involving marketing or promoting business are moderated and decided by PC Chairperson.

**Names and Photographs**

Names or photographs should not be posted unless permission is granted by that person or the child’s parent / carer.

**Acceptable Behaviour**

Comments posted online on any of the above platforms which are deemed to be abusive, bullying or threatening will be removed by an administrator and/or a warning issued. If there is repeated abuse of a social media platform, the offender will be removed and blocked. If on a third party service (e.g. twitter) the author will be reported to the service provider.

PC members represent parent council so by extension PC members should not post any derogatory comments about fellow PC members, Glasgow City Council staff (including school staff), other parents/carers or pupils on any social media or digital channel.

**Guidelines**

Members of the parent council and those using the above social media platforms will use the following guidelines:

* They will consider the long term consequences of what they post
* They will consider whether the post is sensible, rational and respectful
* They will ensure that nothing is posted to bring St Albert's Parent council into disrepute
* They will not post photos without permission

**Review**

This policy will be reviewed annually to reflect the changing nature of digital channels and to ensure it remains up-to-date and is fit for purpose.

I confirm I have read and understood St Albert's Parent Council’s Social Media & Digital policy and will act in accordance to it.

List of members who have read and understood the above and who have confirmed by email:

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| PC member name | Date of confirmation | Agreement to policy |
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