

## **JAMBEROO PUBLIC SCHOOL PARENT & CITIZENS ASSOCIATION COMMUNICATIONS (INCLUDING SOCIAL MEDIA) POLICY**

### **Policy**

Jamberoo Public School P&C Association (P&C) is committed to supporting a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communications within and outside of the school.

### **Policy Objectives**

The P&C intend to utilise different forms of communication to promote the work of the P&C, including fundraising activities, uniform shop and other events. This policy sets the guidelines for development and maintenance of those communications.

### **Responsibilities**

The nominated person(s) is/are responsible for the administration and updating of all P&C social media. This person(s) is known as the administrator. The secretary is responsible for communicating the agenda and meeting minutes to members and the school community. The president is responsible for regular updates to families via the school's nominated communication platform (eg. Class Dojo).

Social media is defined as an online application that allows people to publish, share and discuss content: for example, Facebook.

The purpose of utilising social media is to communicate, in a timely manner, the activities of the P&C, to promote P&C and Jamberoo Public School fundraising events and to keep families informed of uniform shop details.

The purpose of utilising the school newsletter or ClassDojo is for the P&C to keep families informed of current discussions between the holding of general meetings.

The agenda and minutes are required by our constitution. These provide effective communication to members of items coming up for discussion at future meetings and decisions that have been made at past meetings.

### **Guidelines**

Members agree to be clear in representing the P&C. Only the administrator(s) may post an article. Photos of students may only be posted with express parental/guardian permission.

P&C and other school community members may only make submissions which promote the P&C and school activities. They may not use social media or other forms of P&C communication to promote own-business interests or non-school related interests.

Members shall be mindful that social media posts may have consequences that can reflect negatively on the P&C and school where they are not appropriate. Where a submission is negative or brings disrepute to the P&C or Jamberoo Public School, it will not be posted. Members will respect copyright laws. Advertising that is not directly related to school or P&C activities should not be posted on P&C accounts to avoid perception of affiliation with a specific external body.