



Clapham Primary School Facebook Guidelines

File Location:	K Drive: Policy and Procedures	
Approved by:	Principal: Cassie Kopias	Governing Council
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Any person who “Likes and Follows” our Facebook page must agree to abide by The Departments Social Media Policy. Clapham Primary School has an Official Facebook page it is called “Clapham Primary School - Dept. for Education”. This page is public. The page is designed to highlight the excellent educational programs, extra-curricular programs and promote the school to the wider public.

Leadership are the Administrators. Anyone posting inappropriate comments will be barred from the pages.

The following guidelines for posting images comes from The Departments Social Media Policy. When posting images of students or using their work the following guidelines apply:

- A consent form must be signed by the parent or guardian prior to taking images of any child/student who is under the age of 18 years.
- Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (eg six students have a signed consent form on record but one has not) the image cannot be used unless consent is obtained for all students.
- Images of students/children on a website must not include any names identifying any of the students/children in the image and care must be taken not to reveal personal information.
- Only photographs with students in standard school uniform or day clothing are used. Photos of single students and of children and students in swimming attire should be avoided.

