

## **Albion Elementary PAC Social Media Guidelines**

1. Application:
  - a. These rules apply to current and future social media accounts utilized and monitored by the Albion Elementary School PAC.
  
2. Purpose
  - a. Albion Elementary School PAC social media accounts were created to help keep families informed with what is happening within the school community.
  - b. These accounts are not an open-forum discussion, and account administrators reserve the right to turn off commenting.
  - c. Albion PAC social media spaces are intended to be places where PAC Executives and PAC Committees share facts about school activities at Albion Elementary School (important date reminders, event reminders, hot lunch and fundraising reminders, etc), and for information directly related to the PAC Executives (meeting agendas, meeting reminders, announcements on use of funds, etc).
  
3. Social Media Account Administrators
  - a. Account administrators will be the current Albion Elementary PAC Chair and Vice Chair.
  
4. Membership
  - a. To join one of the Albion Elementary social media accounts, you must be a parent or guardian of a child currently enrolled, or soon to be enrolled (example, entering Kindergarten) at Albion Elementary School.
  - b. Current school administrators, school staff, DPAC Executives, and SD42 trustees are welcome to join the accounts.
  - c. Legacy families and/or former Albion PAC Executives who are still active at the school and/or who are active within the community, may retain their membership if approved by the current executive.
  - d. To ensure safety and privacy of group members, individuals requesting membership will be required to respond to security questions so that group administrators can confirm their relationship to Albion Elementary. Membership will be declined if the questions are not answered, and the group admin cannot verify that the request is coming from a member of the school community.
  - e. All members will remain members until:
    - i. Their child ceases to attend Albion Elementary School
    - ii. They are no longer a staff member at Albion Elementary School, a SD42 Trustee, or an executive on DPAC
    - iii. They are removed from this group due to violation of the guidelines
    - iv. Any other reason deemed necessary by group administrators and/or Albion Elementary School administration

- f. From time to time Albion Elementary PAC Executives may conduct a membership cleanup of the social media accounts. These clean-ups will be announced and notice will be given for when they will occur. Clean-ups will remove members that may be in contravention of these guidelines and are necessary to ensure information about our school and our members is not disclosed to anyone who is not associated with our school.

## 5. Topics

- a. Published information will always attempt to be accurate, constructive, informative, and helpful to the best of the knowledge of account administrators/PAC Executives.
- b. Topics that are not aligned with Albion Elementary School PAC Constitution and Bylaws are not allowed, and will be deleted as required.
- c. Lost and found items will be submitted for approval, and group administrators will post the item to the lost and found album. Photos will be removed by admin after 1 month.
- d. Albion PAC social media accounts are not the place for:
  - i. Complaints about school activities, incidents, policies, students, families, or staff members. Posts of this nature will be declined, and comments of this nature will immediately be deleted.
  - ii. Promotion of community events/services that may be considered third party advertising unless explicitly approved by the Albion Elementary PAC Executives
  - iii. Posts/comments that are political in nature
  - iv. Buy/sell/trade content
  - v. Post photos of students, families, staff, or other individuals without consent.
  - vi. posts or comments with material and language that is deemed offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, racist, sexist, or otherwise unlawful.

## 6. Post Approval

- a. Group administrators approve all posts before being published to ensure they meet these guidelines.
- b. Group administrators reserve the right to decline posts, and/or delete comments where the content does not adhere to these guidelines.

## 7. Privacy

- a. Although group administrators will do their best to ensure privacy and will keep accounts under strict privacy controls, all posters should assume that everything posted is public domain.
- b. Do not share personal identifying information for yourself or others on the Albion Elementary School PAC social media accounts.

- c. Screen shots from Albion Elementary School social media accounts are not permitted. Sharing screen shots from this group is grounds for removal from the group.