

Kaleen Primary School – Social Media Guidelines

School Procedure:	Social Media Guidelines
Review Date:	2026
Related Policies and Procedures:	<i>ACT Public School Social Media Guidelines</i>

Purpose

This set of guidelines outlines Kaleen Primary School's approach to the use of social media, primarily Facebook, in alignment with the ACT Government's Social media Guidelines for Official Use (Policy Number: 01/2024, Issued: February 2024), The primary goals are community building and effective communication.

Objectives

- Celebrate student achievements, school-based achievements, academic achievements, and sporting achievements.
- Foster a sense of community among students, parents, and staff.

Procedures

Kaleen Primary School uses Facebook to build a strong school community and celebrate school, sporting and academic events. We endeavour for all content to be positive, inclusive and respectful. Students who are featured in social media posts only if their parent or carer has provided explicit permission. Personal information of students and staff will not be shared without consent.

The schools use of social media will comply with the *ACT Government's Social Media Guidelines*.

Kaleen Primary School will regularly monitor the use of their social media platforms and ensure they are complying with the *ACT Government's Social Media Guidelines*.

Rationale

This set of procedures will be reviewed and publicised at the beginning of each school year.

