**Mill Ford Friends PTA Social Media Policy**

This policy explains how our association uses social media. It is available and applies to all members of our association.

**Details of the social media used by Mill Ford Friends:**

Facebook, Whatsapp, Website

**Access to the social media used by Mill Ford Friends:**

Mill Ford Friends uses Facebook, this is an open page. This page does not accept postings from any Facebook user, all posts must be approved by the current admin - Catherine Wilson and Karen Dark.

**How this is used by Mill Ford Friends:**

Mill Ford Friends uses its Facebook group for the running of the association and to advertise appropriate services that would be appropriate for the needs of Mill Ford School students. It is used to communicate with members, promote events or elements of events, to recruit volunteers to support the PTA’s activities and thank local supporters.

**Usage that is not permitted**

The Facebook page of Mill Ford Friends does not allow any personal correspondence between members, is not intended for discussing any aspect of the school other than the PTA and its activities and should not be used to promote any business other than where this is done for the benefit of the PTA and with its permission. Inappropriate posts, including any derogatory comment, can and will be removed by the administrator and the PTA retains the right to ban any user who continues to make inappropriate use of the group

**Photographs**

Mill Ford Friends allows parents/carers to post photographs on the page (post approval is still needed). However, it is explicitly assumed that anyone posting a photograph will own the rights to the image and will have the permission of anyone featured to do so. Mill Ford Friends accepts no responsibility regarding ownership or permissions for any photographs posted by members of the group. Mill Ford Friends may wish to add photos from some events on the Facebook page. To ensure that this is being done appropriately:

• We gain written consent from Parents/Carers stating that they are happy for photos of their children to appear on the school website. If we do not have this permission, we will not use photos of the pupils in question

• We do not use photos that would embarrass an individual in anyway.

• If anyone is unhappy with an image that we have used of themselves or their child (for whatever reason), they should let the Mill Ford Friends Chairperson know and it will be taken down immediately

**Application of this policy**

By using the Facebook page of Mill Ford Friends PTA, you are accepting the terms of this policy.

This policy will be reviewed annually by the Mill Ford Friends PTA committee prior to the AGM.

This policy was adopted on February 2023

Signed on behalf of Mill Ford Friends PTA (Chair person)

This policy was reviewed as indicated below:

February 2023 Created