**A logo with a flame

Description automatically generated**

**Social Media Guidelines for Holy Spirit Catholic School** *Addendum to the “Website and Social Media Policy for the Catholic Diocese of Arlington”*

These guidelines apply to personal websites, social media accounts and online content including social media accounts owned, managed, and/or created by parents and/or students. Before creating online content, parents and students should consider the risks and rewards that are involved and refer to the *Holy Spirit Elementary School Parent/Student Handbook*.

Despite privacy setting options, all content posted or communicated via any social media account will be treated as though it is universally or publicly available.

**PARENTS & STUDENTS**

Parents/Guardians and students must adhere to the following social media standards and guidelines as they pertain to posts about and groups associated with Holy Spirit Catholic School:

* Do not post discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.
* Always be fair and courteous to others.
* Keep in mind that teacher or administration-related complaints are best resolved speaking directly with the teacher or school administration, rather than posting complaints online.
* Recognize that information posted by other parents or students regarding school policies, procedures and announcements may not be accurate unless said post is shared from the official Holy Spirit Catholic School Facebook page.
* Avoid posting anything that reasonably could be viewed as malicious, obscene, threatening or intimidating, or disparages Holy Spirit Catholic School faculty and staff members, parents, or students, and the standards and beliefs of Holy Spirit Catholic School and the Catholic Church.
* Do not post sensitive or confidential information related to any Holy Spirit Catholic School student, including full names and identifiable photos of students. (Please do not post class lists.)
* Do not use or deface any image or likeness of the school building, campus, or logo.

**PARENT GROUPS**  
These guidelines apply to social media accounts owned, managed, and/or created by parents as unofficial Holy Spirit Catholic School grade-level groups and/or pages. Students may not create such groups.

All parents that are administrators or members of Holy Spirit Catholic School social media groups are solely responsible for content they make available online, including, but not limited to, posts, comments, tweets, and “likes” (which may suggest approval of a post or other related content).

Administrators of all existing and future Holy Spirit Catholic School parent Facebook Groups must adhere to the following guidelines in the set-up of such groups:

* All groups must be clearly identified as “unofficial” so as to avoid confusion for some as to which Facebook account is the official account of Holy SPirit Catholic School. Administrators are welcome to post or repost Holy Spirit Catholic School social media content on their group page.
* All groups must be registered with the school administration. It is not the administration’s intent to police or monitor group pages but to provide guidance and support as appropriate.
* Unofficial groups may not use any image or likeness of the school building, campus, or logo in their profile or cover photo.
* Administrators should be current Holy Spirit Catholic School parents. Any parent who is no longer at the school should be removed as an administrator but may remain a member of the group.
* Administrators should regularly review their member list. We discourage you from approving members who are not current or former Holy Spirit School parents of students in your grade. This is for the safety of our students and school community.

**PARENT/GUARDIAN SOCIAL MEDIA GUIDELINES AGREEMENT FORM**

**□** I/We have received a copy of the *Social Media Guidelines for Holy Spirit Catholic School* and acknowledge and agree to abide by the policies.

**PARENT 1 SIGNATURE PARENT 2 SIGNATURE**

PRINTED NAME PRINTED NAME

DATE DATE

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**FOR MIDDLE SCHOOL STUDENTS ONLY**

**SOCIAL MEDIA GUIDELINES AGREEMENT FORM**

**□** I have reviewed the *Social Media Guidelines for Holy Spirit Catholic School* with my parentsand acknowledge and agree to abide by the policies.

**STUDENT 1 SIGNATURE STUDENT 2 SIGNATURE**

PRINTED NAME PRINTED NAME

DATE DATE

**STUDENT 3 SIGNATURE STUDENT 4 SIGNATURE**

PRINTED NAME PRINTED NAME

DATE DATE