

Guidelines for St. Louis Catholic School Grade-level Social Media Accounts

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 (i.e. social media accounts owned, managed, and/or created by parents as unofficial St. Louis Catholic School grade-level groups and/or pages).

All parents that are administrators or members of St. Louis Catholic School grade-level 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). Before creating online content, parents should consider the risks and rewards that are involved and refer to the Parental Role outlined in the *St. Louis Elementary School Parent/Student Handbook*, pages 5-6.

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.

Members of all existing and future St. Louis Catholic School Grade-level Facebook Groups must adhere to the following standards and guidelines:

- Parents should not post discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.
- Parents should always be fair and courteous to others.
- Parents should 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.
- If parents decide to post content to the group, they should avoid posting anything that reasonably could be viewed as malicious, obscene, threatening or intimidating or disparages St. Louis Catholic School faculty and staff members, and the standards and beliefs of St. Louis Catholic School and the Catholic Church.
- Parents should not post sensitive or confidential information related to any St. Louis Catholic School student, including full names and identifiable photos of students.

Administrators of all existing and future St. Louis Catholic School Grade-level 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 St. Louis Catholic School. Administrators are welcome to post or repost St. Louis Catholic School social media content on their group page.
- All groups must be registered with the school office and must include "St. Louis Development" as a member of their group. 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, crest or fleur de lis in their profile or cover photo.
 - Administrators should be current St. Louis Catholic School parents. Any parent who is no longer at the school should be removed as an administrator.
-

The following are currently identified St. Louis Catholic School Grade-level Facebook groups and administrators for the 2019-20 school year:

Kindergarten

St. Louis Catholic School – Class of 2028

Administrator(s): Carly Prow

1st Grade

St. Louis Catholic School – Class of 2027

Administrator(s): Emily Chuma, Theresa Caragol, Kelly Watson

3rd Grade

St. Louis Catholic School – Class of 2025

Administrator(s): Kathy Janac, Emily Chuma

4th Grade

St. Louis Catholic School – Class of 2024

Administrator(s): Rachel Mueh

5th Grade

St. Louis School of Alexandria Class of 2023 (2014-15 Kindergarten)

Administrator(s): Adam Cope, Christine Salamanca, Mike Nguyen, Michelle Cope, Katherine Wood-Morris, Amelia Eudy, Kathy Ashenfelter, Amanda Miller, Anna Urman