

Hamilton Elementary School

Bylaws Addendum:
PAC Social Media Guidelines

FINAL VERSION

(Approved at the 04/17/2024 PAC Meeting.)

Section 1 – Applications

This addendum applies to current and future social media applications utilized and monitored by the Hamilton Elementary PAC.

As of 04/17/2024, the only existing application is the Hamilton Elementary Facebook page:

- “Hamilton Elementary PAC (Parent Advisory Council)”
<https://www.facebook.com/groups/722869134413411>

Any applications, pages, channels, etc. added in future are to adhere to these Guidelines, as well as to the Hamilton Elementary PAC Constitution and Bylaws.

Section 2 – Purpose

PAC Social Media accounts were created, and are administered, to help keep families informed and coordinated with what's happening at our school. These accounts are not for open-forum discussion, and are intended as one-way communication tools. They exist primarily to assist parents in supporting their children's educational experience during their time enrolled at Hamilton Elementary School.

These spaces are intended to be places where the PAC Executive Committee shares facts and information about school activities at Hamilton Elementary (for example: important date or event reminders, fundraiser information, hot lunch programming, etc.) as well as information related specifically to the PAC Executive Committee (for example: meeting minutes, AGM, how PAC funds are used, etc.)

All content and membership requests are verified by group administrators before they are approved and/or posted. The group administrators are parent volunteers who follow these Guidelines and should be treated respectfully in this role.

The Hamilton Elementary PAC Executive Committee reserves the right to modify, remove, or restrict access to content on our social media accounts, and we cannot be held responsible for any consequences as a result. It is also important to note that we are not responsible for views expressed by users other than our own.

Section 3 – Membership

To join a PAC Social Media Account, you must be the parent or guardian of a child who is currently enrolled at Hamilton Elementary School, or of a child who will soon be attending (for example: if your child is about to begin Kindergarten, or if your child is in the process of a school transfer.) Current school administrators and school staff members are also permitted to join.

Legacy families and/or former PAC Executives who are still active at the school and/or who are active within a community capacity may retain their membership with the approval of the current PAC

Executive. (Legacy members will be evaluated on an annual basis and/or as changes to PAC Executive occur.)

To ensure the safety and privacy of our members, individuals requesting membership will be prompted to answer a set list of questions in order for the group administrators to verify their relationship to the school.

Membership may be declined if:

- They do not agree to the group rules
- They do not provide the information requested
- PAC Executive and/or group administrators cannot verify who the family and/or the child are based on the information provided.

All members of PAC Social Media Accounts will remain members until:

- Their child ceases to attend Hamilton Elementary School
- They are no longer a staff member at Hamilton Elementary School
- They are removed from the group due to violation of these Guidelines, and/or of Hamilton Elementary PAC Constitution or Bylaws
- Legacy membership no longer applies
- Any other reason deemed necessary by the group administrators, PAC Executive and/or school administration.

From time to time, the PAC Executive Committee and/or the group administrators may conduct a membership clean-up of PAC Social Media Accounts. These clean-ups will be announced and given notice in advance of when they are to occur. Clean-ups will remove members that may be in contravention of these Guidelines, and are necessary in order to ensure that we are not disclosing information about our members or our school to anyone no longer associated with our school.

Section 4 – Topics

Published information will always attempt to be accurate, constructive, helpful and informative, to the best of the knowledge of the group administrator and/or Hamilton Elementary PAC Executives. Only publicly-available information will be posted.

PAC Social Media Accounts are not the right place to:

- post complaints about school activities, incidents, policies, students, families, or staff members. These posts will be declined and/or immediately deleted. Members who have concerns of this type should contact school administration directly.
- share community news or promote local services that may be considered third-party advertising or promotion, unless it is explicitly for a fundraising program approved in advance by the Hamilton Elementary PAC Executive Committee.
- post buy/sell/trade content.

- post photos of students, families, staff, or other individuals unless written or electronic consent has been given prior to the post.
- post (or respond) to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or is otherwise unlawful.

Topics that are not aligned with Hamilton Elementary PAC's Constitution and Bylaws are not allowed, and will also be deleted as necessary.

Errors and/or in-accuracies will be corrected as soon as practicable by a group administrator.

Section 5 – Post Approvals

The group administrator reviews posts before being published to ensure they adhere to these Guidelines.

Group administrators reserve the right to decline posts, delete posts, and/or delete threads, replies or comments where the content is considered to be false, misleading, confidential and/or that do not adhere to these Guidelines.

Section 6 – Privacy

Individuals should never be discussing, publicly or within chat groups, sensitive school matters on or within PAC Social Media Accounts. When posting, even on the strictest privacy settings, individuals should act on the assumption that all postings are in the public domain.

The PAC Executive Committee and the group administrators take privacy very seriously. Protect your own and others' privacy by never sharing personal information like phone numbers, email addresses, mailing addresses, or other personal identification or data on PAC Social Media Accounts.