

School Facebook Page/Group Suggestions and Guidelines

*For additional questions/information please either contact [Maela Moore](#) in BVSD Communications or any [Ed Tech team member](#)

General

- Put an easily identifiable logo or name as the profile picture.
- Add in school's address in the About/Description section. Make it easily identifiable as a BVSD school.
- Post a comments policy in the About section description.
 - Here is the district's comments policy - "BVSD welcomes comments on our updates. We ask that people state their positions in a respectful manner that models positive civic behavior for our P-12 students. We reserve the right to remove comments that violate this guideline. All comments are routinely removed after seven days."
- After creating the page/group, set up at least one other admin (in Page Roles) right away, just in case.
- In terms of setting parameters for what can or should be posted on Facebook, keep it positive, accurate and informative.
- Members can modify their personal notifications setting after membership is approved.

Page Only

- Make it a page that people "like" rather than a profile that people "friend".
- In Settings, set profanity filter to strong and limit tagging ability to people who manage the page.
- Consider who posts to this timeline. Privacy settings allow the option for administrators and/or members to post to the page timeline.

Group Only

- Clearly state content/comments policy, i.e.
 - This is an open site for alumni and supporters of Horizons K-8 School. We ask that photographs of students NOT be posted on this site. Feel free to post photos of your children on your timelines. Thanks! Current announcements, events & activities can be found at : www.horizonsk8school.org.
- Closed Group Membership request sample response:
 - Hello!
Thank you for your interest in the FB group "BEST (Birch Elementary)". This group is a closed group & is intended only for parents of children attending Birch Elementary in Broomfield, CO. We don't see your name on a quick search in the BVSD database. Can you please tell me who your child is, or what your association with Birch Elementary is?

I hope you understand our need to keep this group as safe as possible for our parents & kids.

Thanks so much!

Kenna Butler