



Coiste Cairde Social Media Policy

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Approval: This document requires approvals to be signed off.

Name	Title	Date
Séamus de Lónhra	Principal	10/12/2018
Colm Ó Ruairc	Chairperson of the Board of Management	10/12/2018



Table of Contents

Table of Contents.....	1
Coiste Cairde Social Media Policy	2
Introduction	2
Ownership of account.....	2
Naming of account.....	2
Password for account	2
Protecting the account	2
Allowed Content	2
Posting Restrictions.....	2
Posting Access.....	2



Coiste Cairde Social Media Policy

Introduction

The Coiste Cairde have requested permission to create some social media accounts for providing information to parents. The idea is that the platforms will be for consuming information and cannot be used in any way to fuel discussion. As such, these accounts will be restricted. A three month trial on the Facebook platform under the conditions prescribed below has been sanctioned by the board of management. Should this trial prove successful, this document will become the policy for use of social media platforms by the Coiste Cairde.

Ownership of account

The account that is being used on the social media platform will be owned by the school and not by any individual. An email account has been provisioned on the school email platform (currently G-Suite) for use with this. The email address to use is coiste-socmed@gaelscoilcul.ie

Naming of account

The account should be clearly labelled as to being owned by the Coiste Cairde of the Gaelscoil in Carrigaline. If the platform allows it, a brief description of the Coiste, its activities and link to the schools webpage should be provided.

Password for account

The password for the social media account should be shared with the principal of the school and with the chairperson of the board of management. They should also be informed of any subsequent password changes.

Protecting the account

Two factor authentication needs to be enabled on this account to prevent unauthorised use of the platform. The second factor should be the Coiste Cairde phone and not an individual's device. Additionally, recovery codes need to be set up and these distributed to the principal of the school and the chairperson of the board of management.

Allowed Content

Social media platforms should only be used for distributing information on school activities. All other uses, such as publicising another organisation's appeal, are strictly prohibited. Posts should be limited to Coiste Cairde events and other school activities that have been approved by the principal.

Posting Restrictions

Social media platforms should have the page (or similar) restricted to "Disable posts by other people on the Page". Posting to the page should only be allowed by the page administrator but like and sharing can be allowed.

Posting Access

Only the Coiste Cairde secretary with responsibility for texting members and managing communications should have access to these accounts. This person should be in possession of the Coiste Cairde phone to allow for 2 factor authentication.

Use of Irish

Déanfar gach iarracht go mbeidh gach teachtaireacht a théann amach dhá theangach, i.e. as Gaeilge agus as Béarla, a ghabhann le etóis na scoile. Every effort should be made to ensure that every message does out in 2 languages, i.e. in Irish and English, in keeping with the school ethos.

Síniú: Colm ó Ruairc 10/12/2018
Cathaoirleach an Bhoird Bhainistíochta