



# **BASIS Cedar Park Boosters**

## **‘WhatsApp’ Usage Guidelines**

### **(Rev Aug 2023)**

BASIS Cedar Park Boosters maintains ‘WhatsApp’ Groups for the parents/guardians in each grade or element. This is intended as a forum to ask questions about immediate issues, such as when homework is due, and for Booster volunteers to remind parents of events and activities. To keep everyone safe and happy in the group, the Boosters have compiled some polite rules and etiquette that will be common across all the parent groups.

#### **Points to note:**

- The group is run by parents (Booster volunteers) for parents. It should not replace or substitute communication by or with school for relevant matters.
- The posts in the group chat are opinions of the individuals, not the group as a whole and not that of the school. Boosters is not responsible for any opinions expressed by anyone in the groups.
- The group is intended for the parents and guardians of children in the specific grade and element only.
- Boosters may use the groups to promote Boosters led community events and local businesses that support the Boosters organization.

#### **Please DO use the chat for:**

- Immediate questions about school matters, e.g. what date homework is due, reminders about school and BASIS Cedar Park Boosters events - e.g. book fairs, holiday events, teacher appreciation week.
- Relevant community notices - e.g. family events in the local area that may be of interest for BASIS Cedar Park students.
- Sharing information about school that may be useful to others e.g. if you join for school lunch and you may want to share the experience with others, or your child’s experience at after school clubs to help others decide if it is right for them

#### **Please DO NOT use the chat for:**

- General casual chats - we anticipate this to be lively, friendly parent community, but there could be excess of 30 people in these groups, so a little banter can soon escalate to a huge amount of messages. Then important messages get lost, which makes the group ineffective and daunting to the more infrequent users. We ask you to consider carefully what you post and how it comes across to others.
- School notices on behalf of school (unless specifically requested to help in the case of

emergency or urgency e.g. school closed due to plumbing failure). Whilst the forum can be used to remind people of school events and business, it should not be used as a replacement for school communication, on behalf of the teachers or the office for example.

- If a teacher wishes to communicate something to all parents in a class or year group, school should communicate that via the formal channels. As a significant number of parents and carers are not represented on this group, information will not be distributed as intended.
- Posting private information about your child e.g. Medical records, school report, or comments on other peoples' children
- Posting photos/videos of the children at class events, outings etc. In order to safeguard children, and on request of the school management, please do not publish these sorts of photos/videos to the WhatsApp groups, however well intentioned, as some parents do not consent to images of their children being published on social media.
- Do not advertise any business on this group without approval from Boosters.

## **Etiquette**

- On behalf of BASIS Cedar Park Boosters Committee, there will be a moderator reviewing the posts for each year group (usually one of the Booster board member and a committee member).
- Rude posts or posts targeting individuals will not be tolerated. The Boosters moderator may contact anyone who uses the forum inappropriately and offenders may be removed from the group.
- Do not ask unnecessary questions that may be answered on the newsletter or school website or in the school handbook, please do check these sources first.
- Do not answer a question unless you really do know the answer as guesses just confuse, and no one needs to know if you also do not know the answer!
- If you need to privately message anyone in the group, remember that you can view the group members by tapping the group name and scrolling down. It would be helpful if all members had a meaningful name and photo on their WhatsApp profile to aid identification.
- Do not post adverts, religious or motivational 'meme's', political statements or anything that may be deemed offensive or is irrelevant to the school year group community.
- Please remember that any other 'unofficial' prior parent WhatsApp groups are not the responsibility of BASIS Cedar Park Boosters.
- Please remember that any messages or images etc. that are added to this group chat, like any social media, are in the public domain, so we request you are mindful of what you post.