



## DCIS Social Media Guidelines for Parents and Families

DCIS values community and social media can help to foster a strong sense of community and serve as a wonderful tool for sharing information. DCIS communications uses the following social media to communicate with parents: DCIS School Blog, Facebook, Twitter, Instagram and YouTube.

Some parents chose to use social media to form groups (grade level, playdates, sports related etc.) outside of these official groups/platforms, typically Facebook and Whatsapp. It is not the responsibility of the DCA Class Representative parents to establish and maintain these groups although some may choose to do so. DCA Class Representatives will seek permission from parents to establish these groups and to share their contact details. If any parent who is managing or a member of a group has any concerns about the nature of the group or group discussion, please contact DCIS at [newsletters@dovercourt.edu.sg](mailto:newsletters@dovercourt.edu.sg)

DCIS is a warm, supportive and intentionally diverse community. In order to help maintain this, we have provided the following guidelines to share within social media groups to help articulate expectations:

- To protect the privacy of parents and students, only parents should be added to any group and numbers within the group should not be shared without permission.
- Please refrain from any comments about individuals within our community (students, parents, staff, service providers and faculty) that may be considered personal, disrespectful or inflammatory.
- A number of families within the school have chosen not to give permission for their child's photograph to be used or shared. Please respect this by not sharing any photographs where children are identifiable.
- The school will never use these informal parent group channels to share official information with families. Information and news will always come through email or the website first and foremost, and then may also then be shared through other channels. Parents should always seek official information directly from the school, especially in relation to school closures.
- Please continue to share any school concerns directly with the relevant person at the school. Our Communication Pathway is detailed in the DCIS Parent Handbook as:

### Primary School Communication Pathway

Parent Query: Teacher - Year Group Leader – Deputy Head – Head of Primary – Principal

### Secondary School Communication Pathway

Pastoral Query: Tutor – Progress Leader – Deputy Head – Head of Secondary – Principal

Academic Query: Subject Teacher – Subject Leader (where appropriate) - Deputy Head – Head of Secondary – Principal