

**1<sup>st</sup> Note:** Many replica GRHS Facebook Pages have been created at some point in the past. A link to the school website, as well as a link placed on the school website redirecting viewers to the official Facebook page, will be used to indicate that this Facebook page is the “official Facebook page” of GRHS. Additionally, the names of all moderators will be placed in the “about us” section of the Facebook page to indicate that the page is being monitored by individuals directly associated with GRHS.

**2<sup>nd</sup> Note:** A copy of the finalized and approved procedures will be made available on the GRHS Website, in addition to the GRHS Facebook Page itself.

**Purpose:**

The purpose of the GRHS Facebook page is to have a social presence in order to communicate the expectations and goals of the school, as well as to celebrate successes and disseminate important and relevant information to the school’s stakeholders.

**Staff/Faculty Usage:**

One of the key aspects of successful digital media is to keep a professional appearance at all times. The GRHS page welcomes staff/faculty, however staff and faculty is advised that best connection to the GRHS Facebook page is through unique professional accounts as opposed to personal Facebook accounts.

**Posting Information:**

*A. Staff/Faculty*

Any staff/faculty wanting to post information regarding an official school event should make a request to one of the group monitors. The monitor will then post the information on behalf of the person making the request. This is to keep information coming from an “official” source.

*B. Clubs/Activities/Sports*

Any club/activity/sport that already has a Facebook page is welcome to directly post onto the GRHS Facebook Page without a request to a monitor as long as the club follows the following naming format: *GRHS (club name)*; this is to keep a unified appearance in an online medium. In order to prevent misinformation or potential abuse, all club/activity/sports pages should be firmly under the control of the sponsor/coach/teacher at the time of posting.

*C. Booster Clubs*

Booster clubs are not to be referenced or related to the GRHS Facebook Page in any way, and the GRHS Facebook Page will publically denounce all connections to booster clubs. **All booster-related postings will be deleted and blacklisted.**

**Visibility:**

Any sanctioned GRHS club/activity/sport will be able to be linked to/from the GRHS Facebook Page in the “About Us” section. Additional linkage/visibility can be provided through the school website providing the club/activity’s Facebook page meets the established naming parameters. The club/activity/sport is welcome to control their page as they see fit, as long as the page follows a professional code of conduct.

**Monitors:**

Each of the monitors will be listed on the official GRHS Facebook Page. Each monitor will have the ability to administrate the page, delete posts, answer questions, etc.