

ST. FRANCIS DE SALES DIGITAL COMMUNICATIONS

PRIMARY SOURCES:

Saint Francis de Sales School Website

<https://saintfrancisdesaleschool.com>

The school website contains general information appropriate for the general public, alumni and current families. The home page is updated with news about current events at SFDS. The public can find information about admissions, applications, school policies and contact information. Current parents can reference the school calendar, the current week's schedule, links to hot lunch, the family directory, teacher pages, etc. Alumni and parishioners can find information about community events, the school festival, fundraisers, etc.

Contact: lwhitfield@stfrancisds.org

SFDS DAILY NEWS

<https://sfdsdailynews.weebly.com>

Emails to the community from SFDS Daily News:

SFDS Daily News sends important information **to the entire school community** on behalf of the school administration, faculty, staff, parish and PTAC. **The SFDS Daily News is reserved for news and events that pertain specifically to the SFDS school, parish, and community.**

The SFDS Daily News webpage contains an archived version of the email blasts and is password protected. Please contact school office for password.

Contact: lwhitfield@stfrancisds.org
kanderson@stfrancisds.org



St. Francis de Sales School Office

Emails to current families from the School Office:

Emails from the school office are generally reserved for **important news from the principal or office regarding school business or policies**

Contact:

lwhitfield@stfrancisds.org

kanderson@stfrancisds.org



SUPPLEMENTAL SOURCES:

SFDS Official Social Media Pages

St. Francis de Sales School manages and moderates social media pages on Instagram and Facebook.

The purpose and aim of these pages is to positively promote our school to a public audience, share information with our school community and celebrate school spirit and activities at SFDS.



We respectfully ask that our community follow the policies and procedures outlined in the SFDS School Handbook, *Parent to School Communications, Section 12.3 and 12.4* when commenting or posting on our official social media pages and on any “unofficial or unsanctioned” pages they may come across online. Please note that SFDS reserves the right to approve and/or delete comments and block users for any reason.



Emails from Service Coordinators:

Service Coordinators for each grade level will send class-specific news and information to the parents of their respective classes. Contact: Lead Service Coordinator (See school directory for contact information)

Please note that private or personal “Class Pages” on social media are not sanctioned or authorized channels of communication for SFDS school news.



Social Media & SFDS

*Positive and Respectful Online Communication
With Your School Community

TIMES HAVE CHANGED

A few years ago parents discussed concerns or issues with friends at the school gate. Today, with the Internet, mobile phones and social media, discussions between you and your friends can reach a far wider audience than ever before.

While these technologies can be great for sharing ideas and keeping in touch, don't forget that comments about your school community can have greater impact than expected and can have very real consequences for the reputations of individuals including parents, teachers, principals, students and yourself.

As a parent, you are your child's first role model when it comes to online behavior. Make sure your online conduct demonstrates how they can use social media respectfully and safely.

RESPECTING THE PRIVACY OF OTHERS

Respecting the privacy of others on social media is a critically important aspect of digital literacy. The idea of privacy in the online world can be confusing but essentially posting or sharing personal information, images or video about another person online requires consent.

As the parent/guardian of your child, you have the right to choose who sees your child's personal information, including their image online. You also have a responsibility to not share the personal details of other children or their parents.

If you upload photos on social media of school events, be aware of who is in the background. Some parents do not want themselves or their children on social media. It is recommended that you never tag a child's image with any personal information.



SAINT FRANCIS DE SALES SCHOOL



@SFDSSchool



@SFDS.ShermanOa



[SFDS Alumni Group](#)

SFDS faculty, staff, school families and the Parish and Alumni community are invited to Follow, Like or Join our social media pages.

Contact:

social@sfdsmail.com

Members of the community agree to follow the policies and procedures outlined in the SFDS School Handbook, *Parent to School Communications*,

Get to know your social media:

- Terms of Use
- Policies and procedures for the removal of content
- Privacy settings

Be a positive role model by demonstrating respectful and responsible behavior
when communicating with and about your child's school online

* POSITIVE AND RESPECTFUL SOCIAL MEDIA

TIPS:

- Avoid posting negative comments that identify your school or individuals.
- Try not to be emotive or hasty.
- Keep comments calm and polite.
- Before you post something online about your child's school ask yourself:
 - Am I being a good role model for my child?
 - Will this information reflect badly on me?
 - Does the school community or individual really need to know this information?
 - Is this information relevant, helpful and positive?
 - Will this information upset or embarrass the school community or an individual?
 - Am I making situation worse? If things do get heated online consider logging out and taking time to relax.

We appreciate your help in creating a positive, respectful and responsible online presence for our SFDS School Community!

*Credit: