



## Legacy Facebook Instructions



Legacy offers a public Facebook page to share information with the community, and several private Facebook groups to allow parents to ask one another questions and connect.

**Public Facebook Page:** For parents, students, and the community. The page is similar to a web site in that it's open to the public, but it's more timely than a web site as it posts almost daily news and photos of happenings at Legacy. Anyone on Facebook can access and respond to posts on this page.

**School-Wide Parent Page:** For all Legacy parents. Interested in carpooling? Know of a great restaurant or community event coming up? Have textbooks or furniture to sell? Need a recommendation for a doctor, or contractor? Post it here. This is a closed group that requires administrator approval to join. Anyone on Facebook can see the group name and who is in it, but only group members can see posts.

**Class Facebook Groups:** For parents of students in a particular class. Parents can post questions about assignments, upload scans of worksheets, and post photos in a protected environment. These are closed groups that require administrator approval to join. Anyone on Facebook can see the group name and who is in it, but only group members can see posts.

*Please note that Legacy is not providing Facebook groups for students at this time.*

### Why Facebook?

Facebook allows Legacy to rapidly share information with the school community and provides a way for parents to get answers to questions in minutes. Legacy has investigated several private social networks. Some are free and some are costly, but none has the ease of use combined with extensive privacy settings provided by Facebook.

### If You're Not a Facebook User

No problem. This is meant to be an additional resource for parents and is not required. All Legacy-sponsored events are communicated in the weekly parent email and listed on the RenWeb calendar. Facebook adds the ability for parents to post events and receive immediate answers and feedback. If you haven't investigated Facebook for a while, it has changed to allow you to select more privacy and is a great way to receive replies from multiple people faster than email. You can set it up to only "friend" people from the school so you may use it as a tool rather than a social network.

## **How to Find the Public Facebook Page**

Create a Facebook account and then search for [Legacy Preparatory Christian Academy](#). Great for keeping up with upcoming dates, news, and happenings at Legacy. Grandparents love this page!

## **How to Join the School-Wide Parent Page**

This is a private page only for Legacy parents. Students, extended family, and friends are not allowed to join. Create a Facebook account and then search for [Legacy Prep Parent Page](#).

## **How to Join the Private Class Groups**

1. Create a Facebook account and then search for [Legacy Prep Grade Pre-K](#), [Legacy Prep Grade K](#), [Legacy Prep Grade 1](#), [Legacy Prep Grade 9](#), etc. The only exception to this naming format is: [Legacy Prep Parents 11th-12th](#).
2. Request to join the group. Only parents and teachers of students in the grade level are allowed to join. Students are not allowed to join.
3. An administrator will approve your application to the group so you can begin seeing postings.

## **Privacy/Safety**

1. Parents may decline consent for their children's pictures, videos, first or last names, work samples, etc., to be posted on the Public Facebook Page by emailing [kbeeman@legacypca.org](mailto:kbeeman@legacypca.org). Names of students whose parents have declined permission to post photos will be kept on file and these will be honored until the parents change their permissions.
2. Student photos are not allowed to be tagged in the Public Facebook Page or the private groups.
3. Photos posted in the private groups are not allowed to be posted on an individual's timeline from the closed group.

## Usage Guidelines

1. Public Facebook Page: Only the page administrators may upload photos or initial posts.
2. Private Facebook Groups: All approved members may post to the private groups. The private groups also allow members to upload files, scans of missing worksheets, etc. Each group is only accessible to parents in that grade level so you can post questions that are specific to your grade or class. You also can post pictures, events, and invite classmates to get together during the school year. Keep it positive and focused on encouraging one another in our journey as co-teachers.
3. The following types of photos are especially encouraged:
  - a. Students exhibiting values encouraged by Legacy
  - b. Samples of student work
  - c. Celebrations of student victories and recognition of individual students for excellence
  - d. Field trips and experimental learning activities
  - e. Assemblies or school-wide celebrations
4. New parents are invited to join the private groups when we roll over to the new school year, usually in mid to late June.
5. Teachers are invited to join the private groups for their grade level, but are not asked to respond to questions on Facebook. Please send teacher questions to their Legacy PCA emails unless you receive different instructions from them.
6. The school will monitor, but is not responsible for posts made to the private groups. Inappropriate use of the group pages will result in a user being removed from the group. Content and posts must conform to all applicable state laws, federal laws, and school board policies and should not contain profane, obscene, or vulgar language. This forum is intended to encourage each other and is not the place to post negative comments about teachers, students, or the school.
7. All postings and comments will be periodically reviewed by school administrators; however, because the content is user-created, the school is not responsible for inappropriate content. The school reserves the right to remove any posts it believes to be inappropriate.

## Getting Help

Contact the following with questions or feedback:

**Public Facebook Page:** Michele Kuykendall, Program Support, [mkuykendall@legacypca.org](mailto:mkuykendall@legacypca.org)

**Private Facebook Pages:** Lisa Railey, Dean of Family Ministry, [lrailey@legacypca.org](mailto:lrailey@legacypca.org)

We hope you'll be blessed by these additional ways to connect!