**WHATSAPP GROUPS – STAFF & VOLUNTEERS**

WhatsApp groups are a very useful and efficient way of communicating and exchanging information with a whole class. The aim of using WhatsApp is to send messages to the entire group, which are relevant to each Music 4 U Class.

The messages in the class WhatsApp groups come from parents in their personal capacity or are sent on behalf of M4U. The group will be moderated by M4U and any irrelevant / inappropriate messages will be removed.

M4U would appreciate if Tutors, Enablers, Volunteers & Staff Members would note the following rules when using the M4U WhatsApp Groups:

1. This group is intended as a convenient way to distribute information to parents/students over 16 years quickly and efficiently.
2. The group is not to be used to discuss non-work-related issues.
3. The group should not be used to express personal opinions or post private messages.
4. Any opinions expressed are the opinions of individual members. Group administrators are not responsible for any comments posted by individual members of the group.
5. It is not necessary to respond to every post unless it is requested e.g., RSVP. When a

busy user gets too many notifications, there is the chance that they will turn off the

notifications, which undermines the efficiency of the group.

1. If your message is not relevant to the majority of group members, please message the

person directly rather than the entire group.

1. Inappropriate posts include using inappropriate language, insulting messages, voicing

grievances with the workplace or with individual members of the group.

1. No comments should be made regarding colleagues, management, the Board or work

policies.

1. If there is a breach of any of the rules, the group administrator reserves the right to

remove the transgressor from the group.

1. By participating in this WhatsApp Group, you agree to these group rules.
2. Participation is not obligatory and if you join, you have the option of leaving. We would hope that all participants can see the usefulness of the group and will cooperative accordingly.
3. Respect everyone’s privacy – being part of this group requires mutual trust.

**Note: Any WhatsApp user you share an invite link with can join the group, so only use this feature with trusted individuals. It’s possible for someone to forward the link to other people, who could then join the group without additional approval from the group admin.**

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| **I give permission for my phone number to be added to the M4U What’s App Group/s** |
| **Phone Number:** |
| **Name:** |
| **Position:** |
| **Date:** |