



PARENTSQUARE ETIQUETTE GUIDELINES

ParentSquare is a fantastic platform for disseminating information, organizing events, and discussing upcoming school business or student opportunities. As with any vibrant online community, we have some general guidelines on posting expectations that reflect our shared values. General information about using ParentSquare can be found [here](#).

1. **We are all on the same team!** Please assume good faith on the part of all members of the community, even (or especially) if you disagree with them.
2. Be aware that when you hit 'post,' **all parents and staff will be able to view your message by default**. Use the "groups" feature to post to a smaller audience (by grade level, etc.), or privately message a few individuals if that's a better choice.
3. **Never post personal information** about a student, another parent, teacher, or staff member.
4. **Don't defame anyone or any group**. A comment is defamatory if it lowers or harms the reputation of a person or a group. **We are firmly committed to anti-racism both on our campuses and in our virtual spaces**. To that end, any content that could be considered intolerant of a person's race, as well as culture, appearance, gender, sexual preference, religion, or age is unacceptable and will be deleted.
5. **Avoid spreading speculation, rumors or accusations**. If you have a concern with a teacher, staff member, or student, please address it privately rather than airing it in a public forum. We are a small staff and in general ParentSquare is not monitored closely throughout the day; the best way to receive an answer to any concern or question you may have is to contact a specific staff member directly.
6. Though messages are not moderated before being published, **Gateway staff may remove a post or modify features** if it doesn't fit these community guidelines or pertains to school safety or a particularly sensitive situation. There is no shortage of forums for political discussions and shopping, but there's only one ParentSquare forum for our school. **Let's keep it helpful and courteous!**