safe on social

Limiting comments on your Facebook page

To begin, it is more challenging than one might expect to close the comments on posts made on a school Facebook page.

Unlike a personal account, where this is easy to do, here a more detailed process is required as currently Facebook doesn't offer an option to turn off comments.

Responses to posts may be curtailed but it will involve a detailed review of the types of comments your school is finding problematic, or ones that are breaching the privacy of staff and students.

Given that Facebook has not seen fit to offer a feature to disable comments on page that requires administration , there is a work around that will enable you to block comments that appear on your page's posts.

Firstly, a Facebook page as opposed to a Facebook profile is dedicated to a business, a school, a personality or a cause of any type. Followers are unlimited, and do not appear as a list of friends.

To limit comments for a school, the administrator of the page is in control of the menu access.

With this access level there is an additional top menu that includes messages, notifications and enquiries directed to the page.
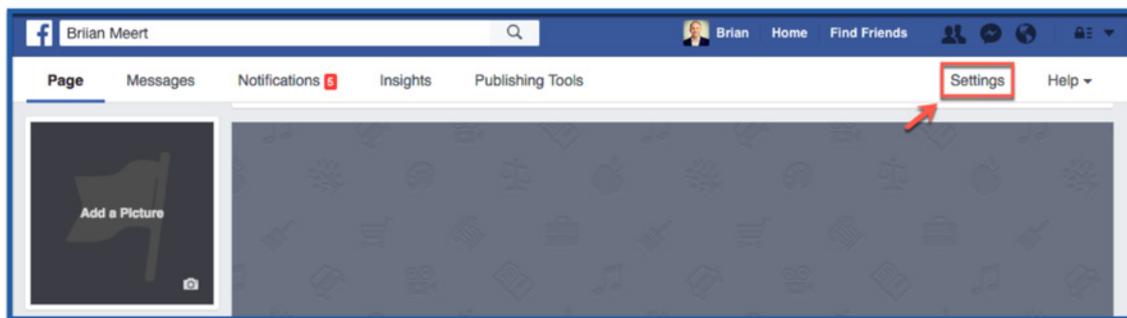
Designed to prevent specifically offensive language, Facebook gives an administrator the option to target specific words that appear in posts.

It is not necessary to include every single word – the use of one word in a phrase posted will climate the entire comment.

The trick is to select the keywords that commonly feature in the comments on your page, and there is no limit to how many you can include. Choose wisely , including some very simple words – and all commentary will be shut down.
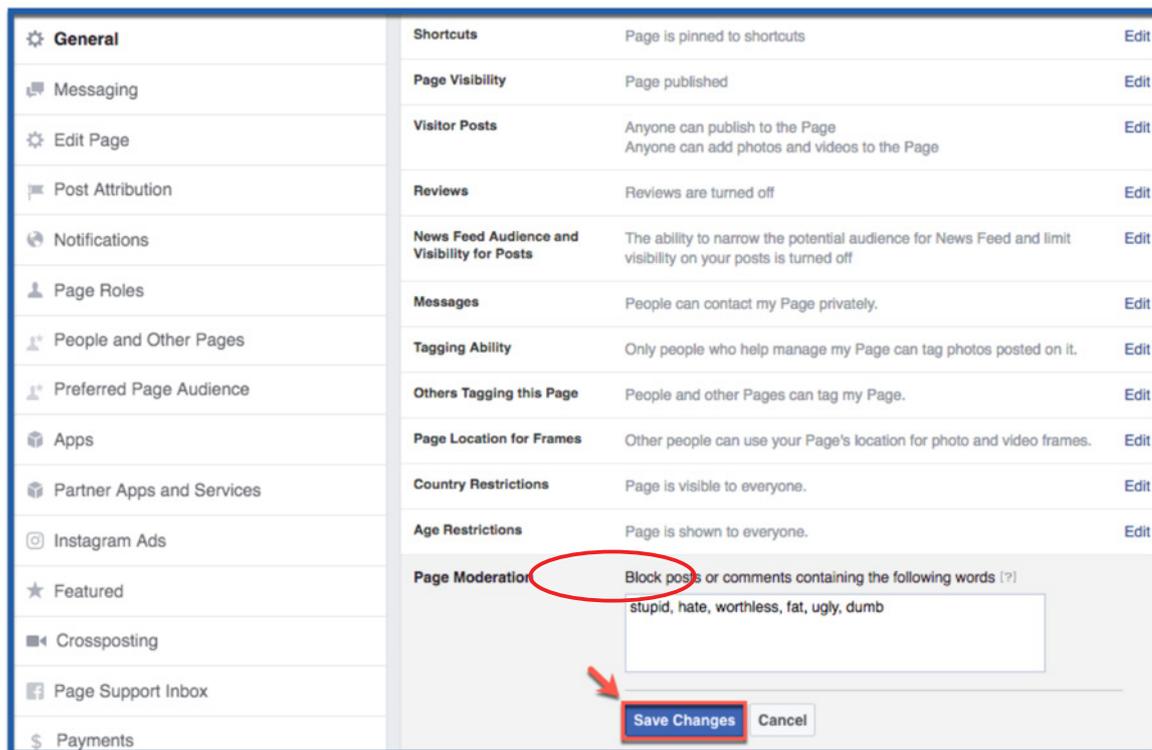
Step One

Click the "Settings" option on the menu

Step Two

Go to the "General " section and scroll down to the "Page Moderation " option. Click the "Edit" feature.

Fill in the box with the words that frequently appear in the comments on your page.

Suggestions for words that commonly lead to privacy violations and are part of general commentary popular within school pages, and other obvious inclusions are below. Consider copying and pasting this section into the box on Facebook, then adding any other specific words pertinent to your school.

This is not case sensitive and should focus on the popular words in use on your school page. Include common abbreviations, and slang. The commas MUST be included for this to be effective.

List

Well, done, congratulations, go, proud, of, you, OMG, great, job, date, swim, swimming, etc, uniform, the, it, meet, greet, day, date, time, carnival, when , what, about, where, how, why, also, winter, summer, remember, look, going, call, I, is, happy, mass, no, year, class, teacher, teachers, Mrs, Mr, Facebook, Easter, Christmas, assembly, hour, today, tomorrow, term, semester, do , know, now, will, athletics, lost, property, very, all , to, leaders, give, soar ,champion, champs, amazing, great, thank, thanks, call , idea, great, school, my, love, loved, look, looks, wish, see, good, nice, they , them, reports, kinder, kindergarten, classes, morning, afternoon, attend, attending, and, too, to , hot, cold, Monday, Tuesday, Wednesday, Thursday, Friday, weekend, holiday, holidays, closed, open, and, during, after, school, sports, sport, choice, choices, again, or, wear, mufti, enjoy, remainder, safe, trip, experience, start, next, week, good, luck, effort, try, girls, boys, gals, guys, kids, kid, team, teams, everyone, hall, field, hat, photo, photos, photograph, video, clip, share, see, reminder, music, instrument, learn, learning, subject, subjects, start, finish, end, office, confirmation, regarding, next, children, thanks, uniform, bad, dance, dancing, star, super do , does, get , home, top, shirt, skirt, shorts, pants, get, them, these, those, excursion, trip, call, celebrate, bless, perform, performed, stage, concert, show, break, before, taken, buy, purchase, find, so, talent, talented, out, in, am, pm, about, after, break, lunch, house, captain, math, English, PE, history, geography, religion, you, father, mother, ticket, raffle, price, cost, sorry, posts, post, review , day, checking, check, want , celebrate, drop, off, bins, onto, assembly, organised, organise, fun, link, granddaughter, grandson, niece, nephew, son, daughter, brother, sister, staff, Principal, college, primary, grandparents, play, best, work, darling, luck, shame, quiz, trivia, please, part, report, could , can, would, maybe, my, best, weather, rain, hot, choir, singing, newsletter, just, question, held, achievement, deserve, deserved, work, worked, woohoo, job, fantastic, awesome, amazing, brilliant, wonderful, news, mate, wow, respect, respected, back, at, need, needed, for, with, preparing, prepared, participate, participants, read, reading, write, disappointing, community, shut, between, sent, wear, right, wrong, correct, month, win, won, winning, lost, lose, cross, country, certificate, award, awards, ceremony, canteen, volunteers, legend, note.

The above is a broad summary. There may be more depending on each individual school.
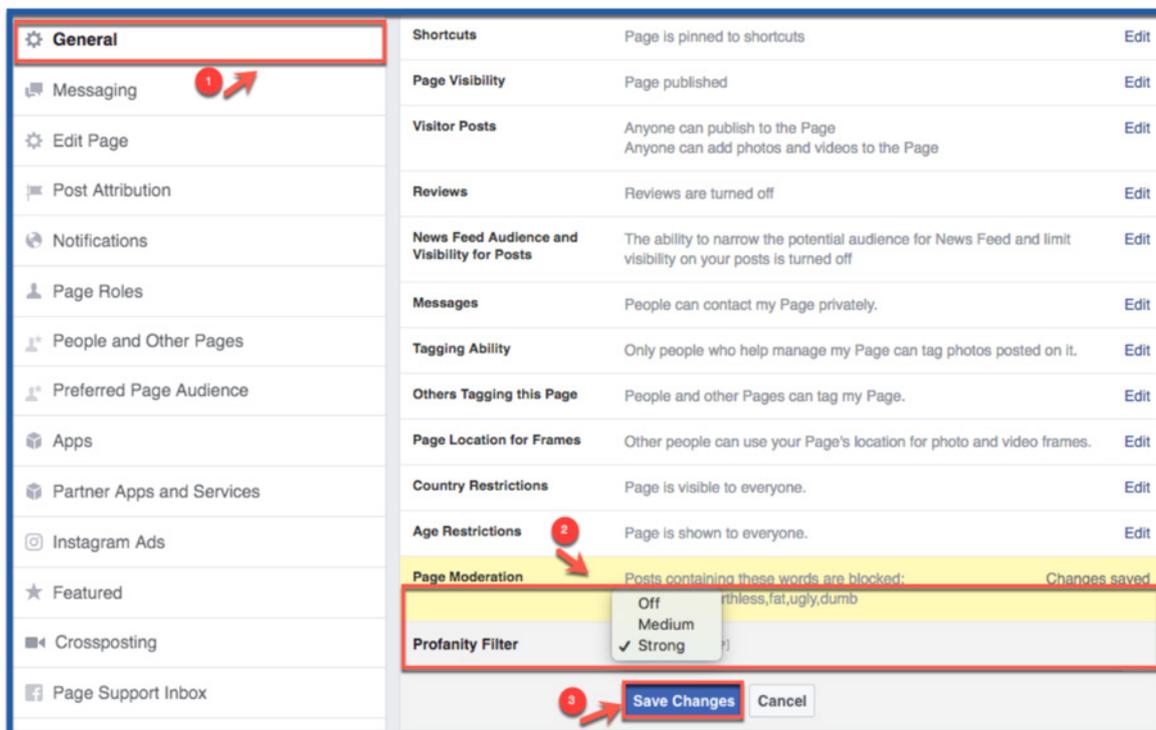
Step three

Save the changes

Effect

A list with large inclusions of key words will knock out almost all commentary on the school page, in effect serving to block all comments until such time as the school has regained control of the wider community on the Facebook page. Once this has happened the words can later be edited or removed.

Profanity

There is a standardised profanity filter on Facebook. This works by blocking levels of bad language judged by Facebook as phrases and words that the online community has reported and complained about the most.
This is accessed in the same menu as the page moderation option used to block specific words.

Ensure that the schools profanity filter is set to strong, and any changes are saved.
If the school feels Facebook may not cover enough in its choice of words to filter, add them to the page moderation list.

Slight alterations of wording, and Australian specific slang that is offensive will slip through. E.g. Fark, cvnt, shite, jew, nigga, bastard ,bugger, wanker, dickhead etc.

Tagging

When a parent or a member of the school community tags another individual, this is often a privacy issue. Personal Facebook profiles with inadequate account security are common with the parent community, and the act of tagging often reveals details of students and their families attending the school.

This, therefore, becomes a privacy concern that a school should address,
Unfortunately , this is an issue that cannot be prevented by any form of preventative moderation on Facebook.

There are two solutions to this problem.

Firstly, the school moderator could closely monitor the schools page and delete these tagging comments as soon as they appear.

Secondly, as a harsher measure repeated offenders could be blocked from interacting with the school page completely. A specific policy following a series of warnings given, followed by a block for a period of time could be instituted where necessary.

Groups

Any school run group that has a staff member in the role as an administrator may undertake a very simple series of steps to limit all comments.

Following the steps below will eliminate any discussion that has veered into negative territory.

How to Disable the Comments on Facebook Pages and Groups?

1. Select group **posts** which you don't want to receive **any comments**.
2. Click on the three-dotted icon at the upper right corner of the **post**.
3. Click on "Turn Off **Comments**."
4. A**ny comments** for this particular posts are restricted.

Pinned Post

When the school has determined it wishes to or needs to follow this course of action, it would be wise to pin a post to the top of the school Facebook page.

This post can include the rationale that the school wishes to use to explain its actions, and why it deems this necessary.

How to pin a post

Write the post you wish to feature at the top of the Facebook page.
Click the   in the top right.

From the options given select "Pin to Top of page."

Suggested Blurb

For the attention of the wider school community.

Please be advised that due to repeated privacy breaches in the comments sections of school posts, (school name) has elected to temporarily limit the comments sections in all posts. The provision of student names, negative commentary, and identification of students and staff by all individuals will no longer be tolerated. Questions regarding activities or school events should be directed to the office (phone number) or by email(email address).

Additionally , individuals who consistently tag other parents, students and family members personal Facebook profiles will be given (x number of) warnings to cease this behaviour before being blocked from engaging with (school name) Facebook page. All comments including a tag will be deleted.

This action is taken to protect the privacy and security of the students , their families and staff at (school name).