

## ECSD Authorized Facebook Settings for Public Page

(Note: this is a public page and anything you would not post on your School Website should not be posted on the Facebook Public Page. See the [Responsible Use Guidelines for Technology – Staff](#) posted on the District Website on the Staff Page.)

**Principals should request approval for an Authorized Facebook Public Page for their site by entering a request in Zendesk. After receiving approval from the Director of Information Technology, the page will need to have the following settings.**

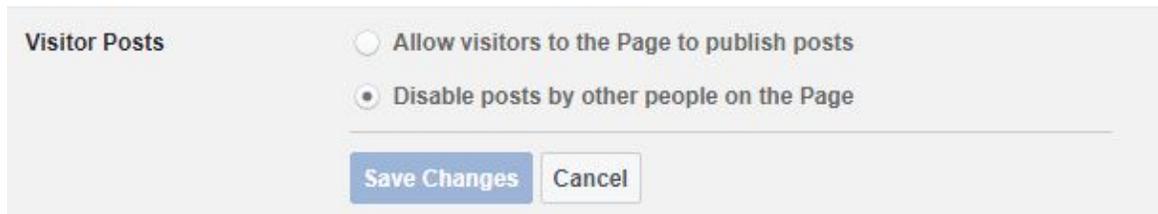
The user [pt.ecsd@gmail.com](mailto:pt.ecsd@gmail.com) must be made an admin of the Page as the District admin user. There should be a user at the school level that will act as the administrator of the page. Note: there can be more than one user that serves as the administrator of the Public Page. The following settings should be set for the Page:

### General Settings (on Sidebar):

**Favorites** = Page is not added to Favorites (This can be done but in general not set)

**Page Visibility** = Page published (Can later unpublish and only Admins will see it)

**Visitor Posts** = Disable posts by other people on my Page timeline



Visitor Posts

Allow visitors to the Page to publish posts

Disable posts by other people on the Page

Save Changes Cancel

**News Feed Audience and Visibility for Posts** = Check Allow News Feed audience selection and post visibility options for the Page.



News Feed Audience and Visibility for Posts

Allow News Feed audience selection and post visibility options for this Page. [?]

Save Changes Cancel

**Expiring Posts** = Check Allow people who manage this Page to select a time when posts unpublish.



Expiring Posts

Allow people who manage this Page to select a time when posts unpublish. [?]

Save Changes Cancel

**Messages** = Nothing checked



Messages  Allow people to contact my Page privately by showing the Message button

Save Changes Cancel

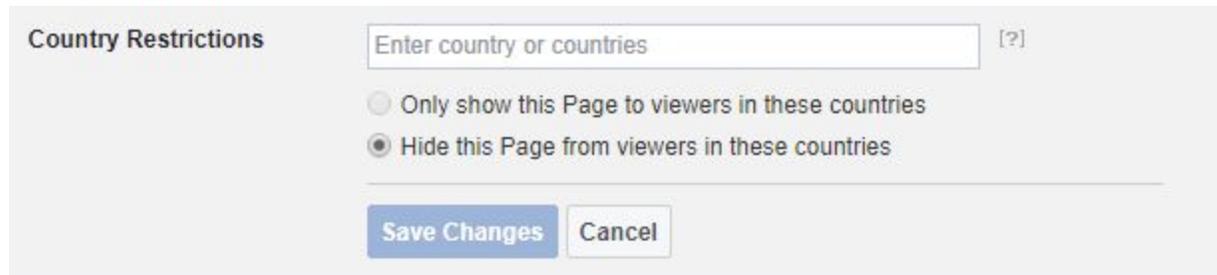
**Tagging Ability** = Nothing checked



Tagging Ability  Allow others to tag photos posted by Pine Meadow Elementary, Pensacola

Save Changes Cancel

**Country Restrictions** = Your choice if you would like to limit to the United States or leave as below.



Country Restrictions  [?]

Only show this Page to viewers in these countries

Hide this Page from viewers in these countries

Save Changes Cancel

**Age Restrictions** = At least 13+



Age Restrictions  [?]

Save Changes Cancel

**Page Moderation** = Posts containing these words are blocked: (the list is from Site with 1000 most common words to block comments <http://www.easysites.org/how-to-disable-facebook-comments-on-a-page/>) They should be copied from the website and pasted in the block and then save Changes.



Page Moderation Block posts or comments containing the following words [?]

the, of, and, a, to, in, is, you, that, it, he, was, for, on, are, as, with, his, they, i, at, be, this, have, from, or, one, had, by, word, but, not, what, all, were, we, when, your, can, said, there, use, an, each, which, s, he, do, how, their, if, will, up, other, about, out, many, then, them, th

Save Changes Cancel

**Profanity Filter** = Set to Strong

Profanity Filter  [?]

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**Similar Page Suggestions** = Nothing Checked – Can Check if want recommended to others

Similar Page Suggestions  Include Pine Meadow Elementary, Pensacola when recommending similar Pages people might like on a Page timeline. [?]

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**Comment Ranking** = Nothing Checked

Comment Ranking  See most relevant comments by default. [?]

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**Merge Pages** = Nothing set

**Merge Pages** Merge Pages you manage that have similar names and represent the same thing. [Learn more.](#)

[Merge duplicate Pages](#)

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**Remove Page** = Do nothing!

**Remove Page** Deleting your Page means that nobody will be able to see or find it. Once you click delete, you'll have 14 days to restore it in case you change your mind. After that, you'll be asked to confirm whether to delete it permanently. If you choose to [unpublish](#) instead, only admins will be able to see your Page.

[Delete Lincoln Park Elementary School](#)

**Post Attribution (on Sidebar):** Make sure Post as Site Name is selected. This will not show who created the post to users unless they are an Administrator of the Page.

## Post Attribution

**Post as Lincoln Park Elementary School**

Your posts, likes and comments on this Page's timeline will be attributed to the Page by default. When you're creating or replying to a post, you will still have the option to post as yourself or another Page you manage.

**Post as Peggy Thompson**

Your posts, likes and comments on this Page's timeline will be attributed to you by default. When you're creating or replying to a post, you will still have the option to post as this Page or another Page you manage.

**Notifications Settings (on Sidebar):** You can choose how you would like to be notified of comments, posts, etc.

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 **On Facebook**

Get a notification each time there is activity on your Page or an important Page update.  
 Get one notification every 12 - 24 hours on all activity and updates on your Page during that time.  
 Off

**Edit your notification settings for:**

New Mention of Page	Turn Off
New Comments on Page post	Turn Off
Edits to Comments you have written	Turn Off
New Subscribers to events	Turn Off
New Likes on Page post	Turn Off
New Likes	Turn Off
Edits to Posts you have written	Turn Off

 **Messages**

Get a notification each time your Page receives a message.  
 Off

 **Email**

Get an email each time there is activity on your Page or an important Page update.  
 Off

 **Text Messages**

On  
 Off

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**See how to make sure reviews don't appear on your page next! Also at the end is the blocked word list.**

**Under Page Info** – You may enter your address. However, make sure to uncheck Customers visit my business at my street address (unchecking this box will hide your street address and check-ins).

### LOCATION

Address  **Has a street address**

Street Address	City	ZIP Code
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Customers visit my business at my street address (unchecking this box will hide your street address and check-ins)

**Under Templates and Tabs - Reviews** - Make sure to turn off Reviews on your Page are visible and people can leave a review of their own.

### Reviews

**Show Reviews**  OFF

Reviews on your Page are visible and people can leave a review of their own.

**Share Reviews tab**

Copy the URL to share this tab with people directly.

<a href="https://www.facebook.com/BeulahElementaryPTA/reviews/">https://www.facebook.com/BeulahElementaryPTA/reviews/</a>	Copy URL
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Cancel Save

Blocked Word list to copy:

the, of, and, a, to, in, is, you, that, it, he, was, for, on, are, as, with, his, they, I, at, be, this, have, from, or, one, had, by, word, but, not, what, all, were, we, when, your, can, said, there, use, an, each, which, she, do, how, their, if, will, up, other, about, out, many, then, them, these, so, some, her, would, make, like, him, into, time, has, look, two, more, write, go, see, number, no, way, could, people, my, than, first, water, been, call, who, oil, its, now, find, long, down, day, did, get, come, made, may, part, over, say, set, new, great, put, sound, where, end, take, help, does, only, through, another, little, much, well, work, before, large, know, line, must, place, right, big, year, too, even, live, mean, such, me, old, because, back, any, turn, give, same, here, most, tell, why, very, boy, ask, after, follow, went, thing, came, men, our, want, read, just, show, need, name, also, land, good, around, different, sentence, form, home, man, three, us, think, small, move, try, kind, hand, picture, again, change, off, play, spell, air, away, animal, house, point, page, letter, mother, answer, found, study, still, learn, should, America, world, high, saw, important, every, left, until, near, don't, children, add, few, side, food, while, feet, between, along, car, own, might, mile, below, close, night, country, something, walk, plant, seem, white, last, next, sea, school, hard, began, father, open, grow, keep, example, took, tree, begin, river, never, life, four, start, always, carry, city, those, state, earth, both, once, eye, paper, book, light, together, hear, thought, got, stop, head, group, without, under, often, second, story, run, later, miss, idea, enough, eat, face, watch, far, Indian, really, almost, let, above, girl, sometimes, mountain, cut, young, talk, soon, list, song, being, leave, family, it's, body, order, music, red, color, door, stand, sure, sun, become, question, top, fish, ship, area, across, mark, today, dog, during, horse, short, birds, better, problem, best, complete, however, room, low, knew, hours, since, black, ever, products, piece, happened, told, whole, usually, measure, didn't, remember, friends, early, easy, waves, heard, reached, listen, farm, wind, pulled, rock, draw, space, voice, covered, seen, fast, cold, several, cried, hold, plan, himself, notice, toward, south, five, sing, step, war, morning, ground, passed, fall, vowel, king, true, town, hundred, I'll, against, unit, pattern, figure, numeral, certain, table, field, north, travel, slowly, wood, money, fire, map, upon, done, decided, plane, English, contain, system, road, course, behind, halt, surface, ran, ten, produce, round, fly, building, boat, gave, ocean, game, box, class, force, finally, note, brought, wait, nothing, understand, correct, rest, warm, oh, carefully, common, quickly, scientists, bring, person, inside, explain, became, wheels, dry, shown, stay, though, minutes, green, language, strong, known, shape, verb, island, deep, stars, week, thousands, front, less, yes, feel, machine, clear, fact, base, equation, inches, ago, yet, street, stood, government, filled, heat, full, hot, check, object, am, rule, among, noun, power, cannot, able, six, size, dark, ball, material, special, heavy, fine, pair, circle, include, built, can't, picked, legs, matter, simple, sat, square, cells, main, syllables, paint, winter, perhaps, mind, wide, bill, love, written, felt, cause, length, suddenly, rain, reason, test, exercise, kept, direction, eggs, interest, center, train, arms, farmers, blue, brother, ready, wish, race, anything, drop, present, divided, developed, beautiful, general, window, store, energy, difference, job, subject, distance, edge, Europe, heart, past, moon, sit, sign, region, sum, record, return, summer, finished, believe, wall, discovered, dance, forest, wild, members, probably, happy, beside, gone, sky, glass, million, west, lay, weather, root, instruments, meet, third, months, paragraph, raised, represent, soft, whether, clothes, flowers, shall, teacher, held, describe, drive, cross, already, hair, speak, instead, age, solve, phrase, amount, appear, soil, scale, metal, bed, pounds, son, copy, although, either, free, per, ice, hope, broken, sleep, spring, moment, village, case, tiny, factors,

laughed, possible, result, nation, gold, jumped, quite, milk, snow, type, quiet, ride, themselves, natural, care, temperature, lot, floor, bright, stone, hill, lead, act, pushed, everyone, build, baby, method, middle, buy, section, speed, century, lake, count, outside, consonant, cat, everything, within, someone, tall, dictionary, sail, rolled, bear, wonder, smiled, angle, fraction, Africa, killed, melody, bottom, trip, hole, poor, let's, fight, surprise, French, died, beat, exactly, remain, dress, iron, couldn't, fingers, row, president, yourself, least, brown, control, catch, trouble, practice, climbed, cool, report, wrote, cloud, straight, shouted, lost, rise, continued, sent, statement, itself, symbols, stick, else, wear, party, plains, bad, seeds, gas, save, suppose, England, experiment, woman, burning, engine, coast, design, alone, bank, joined, drawing, period, foot, east, wire, law, pay, choose, ears, single, clean, grass, touch, visit, you're, information, bit, grew, express, whose, skin, mouth, received, valley, yard, garden, cents, equal, please, key, decimal, strange, caught, fell, team, God, captain, direct, ring, serve, child, desert, increase, history, cost, maybe, business, separate, break, uncle, hunting, flow, lady, students, human, art, feeling, supply, guess, thick, corner, silent, blood, electric, trade, lie, insects, rather, spot, crops, compare, bell, tone, crowd, fun, hit, poem, loud, sand, enjoy, consider, doctor, elements, suggested, provide, indicate, thin, thus, except, position, won't, expect, entered, cook, flat, fruit, bones, seven, tied, tail, interesting, rich, board, sense, dollars, modern, string, send, compound, blow, sight, mine, famous, chief, wasn't, value, Japanese, fit, wings, stream, addition, movement, planets, belong, pole, rhythm, safe, exciting, eight, soldiers, branches, science, major, observe, tube, necessary, weight, meat, lifted, process, army, hat, property, particular, swim, terms, current, park, sell, shoulder, industry, wash, block, spread, cattle, wife, sharp, company, sister, radio, oxygen, we'll, plural, action, various, capital, agreed, factories, opposite, settled, wrong, yellow, chart, isn't, prepared, southern, pretty, truck, solution, fair, fresh, printed, shop, wouldn't, suffix, ahead, especially, chance, shoes, born, actually, level, nose, triangle, afraid, molecules, dead, France, sugar, repeated, adjective, column, fig, western, office, church, huge, gun, total, similar, deal, death, determine, score, evening, forward, nor, stretched, rope, experience, cotton, rose, apple, allow, details, fear, entire, workers, corn, Washington, substances, Greek, smell, women, tools, bought, conditions, led, cows, march, track, northern, arrived, create, located, British, sir, difficult, seat, match, division, win, effect, doesn't, underline, steel, view

