



WEST COUNTRY EDUCATIONAL AGENCY LTD SOCIAL NETWORKING POLICY

- * West Country Educational Agency Ltd understand social networking sites provide a number of benefits, but all professionals should be aware of the many challenges and potential difficulties associated with electronic communication and social media.
- * The aim of this policy is to provide clear guidance to all supply staff who work for us.
- * Contact your consultant if you come across any material that is likely to reflect badly on yourself, the school or West Country Educational Agency Ltd.
- * Social networking sites should not be visited during the school day.
- * Protect your mobile phone, laptop and computer with a PIN whilst in school, to protect access to its content and potential misuse.
- * Differentiate friends from professional connections by using access and privacy settings. Keep these under review and regularly audit and re-evaluate the information about you and who has access to it.
- * Headteachers, parents, pupils and prospective employers may look at your social media profiles. Ask yourself if you would be comfortable about your content being viewed. If not, remove any dubious material.
- * Do not engage in online activities that may bring yourself, the school or West Country Educational Agency Ltd into disrepute. Derogatory, defamatory or offensive comments about pupils, parents or colleagues must not be posted.
- * Always maintain a professional tone online. Use of expletives, sexual content or any form of discrimination or harassment is always unacceptable.
- * Do not allow pupils or parents to make you their online 'friend' and do not instigate any befriending yourself, parents should be encouraged to use more formal channels to contact you. Do not exchange private text, phone numbers, personal email addresses or photos of a personal nature with pupils or parents. No confidential information about pupils, parents or colleagues may be disclosed on social networking sites. Do not use networking sites to raise concerns about work or your colleagues – use the appropriate internal channels or call your West Country Educational Agency Ltd consultant.
- * If you do post your opinions online, make it clear that these are your personal views and not those of your employer by adding a statement to that effect.
- * Do not allow others to tag you in photos without your permission – this needs to be agreed with your friends, especially on a night out.
- * Respect copyright and fair use. Credit authors for their work and ask for the necessary permissions where appropriate.