

## **Social Networking**

This social networking policy applies to all staff members employed by Hamble Village Playschool, volunteers and students.

### **Policy statement**

Social media, professional networking sites, rapid-fire communications, blog sites, and personal web sites are all useful technologies and Hamble Village Playschool realises this fact. Every employee has an opportunity to express and communicate on-line in many ways, and Hamble Village Playschool does not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line.

This policy will set forth guidelines that employees should follow for all on-line communications in reference to the setting.

### **Relevant technologies**

This policy includes (but is not limited to) the following specific technologies:

Personal blogs  
Twitter  
Facebook  
MySpace  
Personal Web sites  
Digg

### **Responsibility**

Any material presented on line in reference to the setting by any employee is the responsibility of the poster. At no time should any posts be made in reference to children, parents or other professionals that employees may come in contact with through work. At no time must any photographs or materials be published that identify the setting or children and pictures of staff may only be used with the express permission of the staff members concerned.

Any member of staff found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the company disciplinary procedures.

### **Topic matter guidelines**

Employees are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.

Even though you may think you are anonymous or use an alias you may be recognised.

Maintain professionalism, honesty, and respect.

Apply a "good judgement" test for every activity related to the setting. Could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding the setting or its employees?

Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the playschool web site.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact the Manager or Committee chair.

**Company assets**

The use of company assets (computers, internet access, email, etc.) is intended for purposes relevant to the responsibilities assigned to each employee. Social networking sites are not deemed a requirement.

**Company-sensitive matters**

Any on-line communication regarding proprietary information such as redundancies, strategic decisions, or reduction of working hours deemed inappropriate for uncoordinated public exchange is forbidden.

This policy was adopted at a meeting of **HAMBLE VILLAGE PLAYSCHOOL**

Held on ..... (date)  
Date to be reviewed ..... (date)  
Signed on behalf of the committee .....  
Name of signatory .....  
Role of signatory .....