

ACLET CLOSE NURSERY SCHOOL



SOCIAL NETWORKING POLICY

Use of Social networking sites outside of work

Modern Communications technology offers individuals, wherever they are worldwide, the opportunity to exchange information and opinions, to get to know one another and to inform communities. This is clearly a positive development, encouraging debate and better understanding between people. Well known examples of this exciting new media are provided via websites such as Facebook and Myspace.

Used properly, social networking sites such as Facebook are a great way to find old friends, join interest groups and share information. However, all employees and students of Aclet Close Nursery School should note that anything posted on a social networking site is in the public domain.

It is important for all individuals to be mindful of the effects of statements, pictures or any other form of media which can be accessed by others, may have on the School. These types of statements could either be in print form, photographic or video footage. Any defamatory or damaging statements which refers to or affects Aclet Close Nursery School, its service users, and staff, maybe be subject to potential proceedings under civil or criminal law and Aclet Close Nursery School's own regulations.

Aclet Close Nursery School's advice to staff is therefore to exercise sensible restraint when engaging in discussion or other types of exchange using these media.

What may be considered to be letting off steam about a situation within a working environment can potentially be read by someone who may take offence at the content of a posting. Nothing should be posted on any of these sites about children, families or colleagues. You should be aware that reports from any person, either within or outside Aclet Close Nursery School, citing incidences of misconduct in this context, will have to be investigated through the available disciplinary procedures (severity of the situation may result in

immediate dismissal). In addition, such misconduct may be subject to action according to civil or criminal law.

As an employee or student of Aclet Close Nursery School, you have a responsibility to represent the organisation when referring to or acting on our behalf. Acting in a manner likely to be considered inappropriate may be considered for potential disciplinary action.

Staff are not permitted to be 'friends' with parents/carers of children attending the Nursery and will be breaching both school and Durham County Council policies if you do.

Please remember like any other media it is important to use it sensibly and with respect for others.

Last reviewed: **September 2019**

Date reviewed: September 2020/October 2021/September 2022/December 2023

Date of next review: **December 2024**