



Social Media Policy

Computers and electronic communications

E-mail and internet use

The Hullbridge Pre-school encourages its employees to use e-mail and the internet. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent.

If you are unsure about whether something you propose to do might breach this e-mail and internet guidance then you should seek advice from your manager.

Personal blogs

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of The Hullbridge Pre-school's confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

Social networking websites

The Hullbridge Pre-school respects employees right to a private life. However, we must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

- refrain from identifying yourselves as working for The Hullbridge Pre-school;
- ensure that you do not conduct yourself in a way that is detrimental to The Hullbridge Pre-school ; and
- take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of The Hullbridge Pre-school.

Cyber bullying

The Hullbridge Pre-school is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. We can provide clear guidance on **how bullying and harassment can be recognised. Cyber-bullying methods could include** using

text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Telephone use

The Hullbridge Pre-school provides its employees with access to the telephone for work-related purposes.

Optional clause

However, if there is an urgent personal call that you need to make, then you are able to use The Hullbridge Pre-school's telephone or use your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of your manager.

Monitoring

The Hullbridge Pre-school reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. We also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of The Hullbridge Pre-school's electronic systems, the rights of the other users, and to ensure compliance with our policies and obligations.

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	