



Cygnets Pre-School Social Networking Policy

This social networking policy applies to all staff members employed by Cygnets Pre-School.

State of social media

Social media, professional networking sites, rapid-fire communications, blog sites, and personal Web sites are all useful technologies; realizes this fact. Every employee has an opportunity to express and communicate on-line in many ways, and Cygnets Pre-School 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 Cygnets Pre-School.

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 Cygnets Pre-School by any employee is the responsibility of the poster. At no times should any posts be made in reference to Children, Parents or other professionals that employees may come in to 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

Cygnets Pre-School 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 Cygnets Pre-School. Could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding Cygnets Pre-School or it's employees? Activity showing good judgement would include statements of fact about Cygnets Pre-School, and its products and services, facts about already-public information, or information on the Cygnets Pre-School 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 your Manager/Chair of the Committee

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 for the most positions.

Company-sensitive matters

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

Signed: A Stamp

Position: Chair of the
Committee

Date: 10.3.2010

On behalf of Cygnets Pre-School

Reviewed RJS R. JOHN (Chair)
28/11/12.

Reviewed RJS R. JOHN (Chair) 16/9/13