



School No: 2068 Established 1878

7.7 Staff Online Social Networking



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC acknowledges that its staff may access online social networking sites such as Facebook, Twitter, Instagram and various chatrooms to interact with friends, family and colleagues. This policy provides guidance to staff in making sound choices in respect to their online communications.

Procedures

- Staff shall not use the service's computer to access online forums, particularly during their working hours
- Staff shall not use these forums to communicate with children or families of the service
- Under no circumstances shall staff reveal confidential information related to the people associated with this workplace including families, children, other staff and community members
- Staff shall not defame the service or its agents through online forums and chatrooms
- Staff in breach of this policy will be counselled about their behaviour which may result in termination of their employment and legal action for serious and/or defamatory breaches.

Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168 Quality Area 4, Element 4.2

Relevant Policies

Roles and Expectations of Staff
Staff Code of Conduct
Staff Performance Monitoring and Management

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025

