LOWER PLENTY PRIMARY SCHOOL OSH 

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# STAFF ONLINE SOCIAL NETWORKING POLICY

## PURPOSE

Lower Plenty 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.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* 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 on line 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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.