FOUNDATION FUTURES

FOUNDATION FUTURES CHARITY

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September 2023
Review date: September 2024

SOCIAL MEDIA POLICY : USE OF SOCIAL NETWORKING WEBSITES AND ONLINE FORUMS

1. Staff must take care when using social networking websites such as:

TikTok, Facebook, Twitter, MySpace, LinkedIn, Pinterest, GooglePlus+ Tumblr, Instagram, VK, Flickr, Vine, Meetup, Tagged, Meetme, Classmates, Snapchat, Bebo, Faceparty, Itsmy, or ANY OTHER social media websites even when such use occurs in their own time using their own computer. Social Networking sites invite users to participate in informal ways that can leave you open to abuse, and often make little or no distinction between adult users and children.

2. You must not allow any learner to access personal information you post on a social networking site. In particular:

a. You **must not** add a learner to your 'friends list'.
b. You **must** ensure that personal information is not accessible via a 'Public' setting, but ensure it is set to a 'Friends only' level of visibility.
c. Your profile on Twitter and LinkedIn etc must have the caveat of "Any views expressed are my own and not that of Foundation Futures". In addition great care must be made so that any comments do not bring Foundation Futures into disrepute.
d. You should avoid contacting any learner privately via a social networking website, even for Foundation Futures and work related purposes.
e. You should take steps to ensure that any person contacting you via a social networking website is who they claim to be, and not an imposter, before allowing them access to your personal information
f. Staff may only use social networking to liaise with students for educational purposes if the site is set up as a private group where students are invited to join. Only senior members of staff may set up the group and the site must not be set to 'public'.

3. Staff should also take care when posting to any public website (including online discussion forums or blogs) that their comments do not harm their professional standing or the reputation of Foundation Futures – even if their online activities are entirely unrelated to the organisation. (always add the caveat "These are my own views and not necessarily that of Foundation Futures)

a. Unless authorised to do so, you **must not** post content on websites that may appear as if you are speaking for Foundation Futures. If you have any doubt you should always check with a senior member of staff before posting.
b. You should not post any material online that can be clearly linked to Foundation Futures that may damage the organisation's reputation.
c. You should avoid posting any material clearly identifying yourself, another member of staff, or a learner, that could potentially be used to embarrass, harass, or defame the subject or bring Foundation Futures into disrepute.

USE OF EMAIL POLICY.

1. All members of staff with a computer account are provided with an email address for communication both internally and with other email users outside Foundation Futures. The following considerations must be made when communicating by email:

- E-mail has the same permanence and legal status as written hardcopy (paper) documents and may be subject to disclosure obligations in exactly the same way. Copies of emails may therefore have to be made available to third parties. You **must** be cautious when sending both internal and external emails. The professional standards that apply to internal memos and external letters must be observed for e-mail.
- Email to outside organisations has the same power to create a binding contract as hardcopy documents. Check email as carefully as written contracts, always use a spell checker and, where appropriate, obtain legal advice before sending. You **must not** purchase goods or services on behalf of Foundation Futures via email without proper authorisation.
- All Foundation Futures email you send should have a signature containing your name, job title and the name of Foundation Futures. This is automatically displayed based on your user credentials.
- E-mail is not a secure method of communication, and can be easily copied, forwarded and archived. Unless explicitly authorised to do so, you **must not** send, transmit, or otherwise distribute proprietary information, copyrighted material, trade secrets, or other confidential information belonging to Foundation Futures.
- Having an external e-mail address may lead to receipt of unsolicited e-mail containing offensive and/or sexually explicit content. Foundation Futures will take measures to minimise the receipt and impact of such content, but cannot be held responsible for material viewed or received by users from the Internet.
- You must not send chain letters or unsolicited commercial e-mail (also known as SPAM).
- Foundation Futures email must only be used for Foundation Futures business purposes and not for personal purposes.

2. SUPERVISION OF LEARNER USE

- Learners **must be supervised at all times** when using Foundation Futures computer equipment at The Base. When arranging use of computer facilities for learners, you must ensure supervision is available by Foundation Futures' staff. We apply our filtering and monitoring policy of Foundation Futures digital technology.
- Supervising staff are responsible for ensuring that the separate IT Charter (Acceptable Use Policy for learners under the school's policies) is enforced.
- Supervising staff **must** ensure they have read and understand the separate guidelines on e-safety, which pertains to the child protection issues of computer use by learners.
- **YOU MUST** refer to **Acceptable use of ICT** document for guidance on managing loan equipment to children and young people for home / distance learning

PRIVACY

- Use of Foundation Futures computer system, including your email account and storage areas provided for your use, may be subject to monitoring by the organisation to ensure compliance with this Acceptable Use Policy and applicable laws. This may include remote monitoring of an interactive logon session.

- You should avoid storing sensitive personal information[1] on Foundation Futures computer systems that is unrelated to Foundation Futures activities (such as personal passwords, photographs, or financial information).

1 "Sensitive personal information" is defined as information about an individual that is protected by law under the Data Protection Act 1998. Examples of such data include addresses and contact details of individuals, dates of birth, and learner SEN data. This list is not exhaustive.

3. Use of Foundation Futures computer system indicates your consent to the above described monitoring taking place.

CONFIDENTIALITY AND COPYRIGHT POLICY

- Respect the work and ownership rights of people outside of Foundation Futures, as well as other staff or learners.

- You are responsible for complying with copyright law and licences that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on Foundation Futures computer system or the Internet are not marked with the copyright symbol (©), you should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them.

REPORTING BREACHES OF THIS POLICY

All members of staff have a duty to ensure this Acceptable Use Policy is followed. You **must** immediately inform the Head of Service Christine Henwood or Sue Davison. In particular, you should report:

- any websites accessed from Foundation Futures premises that you feel are unsuitable for staff or student consumption;
- any inappropriate content suspected to be stored on the computer system. This may be contained in email, documents, pictures, etc;
- any breaches, or attempted breaches, of computer security; or
- any instance of bullying or harassment suffered by you, another member of staff, or a learner via Foundation Futures computers.

Reports should be made either via email to the Head of Service: Christine Henwood or Sue Davison or in person. All reports will be treated confidentially.

REVIEW AND EVALUATION

Policies will be reviewed regularly and in response to any changes affecting the basis of the original risk assessment, for example: significant security incidents, new vulnerabilities and significant changes to Foundation Futures or technical infrastructure. Changes to this policy will be communicated to all staff.

Signed by Head of Service …….Sue Davison

Directors ……..Tracy Dobson & Jennie Maughan (nee Dixon)

Date: September 2023

Date for review : September 2024