**Portlethen Primary School Nursery**

**Social Networking, Safe Internet Use and Mobile Phone Policy**

 As an employee of Portlethen Primary School Nursery you must adhere to the following restrictions when using social networking sites:

* Staff must NOT mention the nursery, staff, parents or children during discussions on any social networking sites.
* Staff must NOT use social networking sites during working hours, this includes during breaks and lunches.
* If any staff members have parents as friends then there should be NO discussions of the nursery, staff or their child/children. If parents have any questions / concerns regarding their child, nursery or staff then this should be discussed in a professional manner with management at the nursery.
* Staff must NOT mention their place of work on their personal profile page.
* There MUST not be any pictures of the nursery, children or staff (unless permission by individual staff is received).
* Staff must not discuss the nursery, staff, parents or children on any social networking sites.

Aberdeenshire Council guidance on use of personal phones in the workplace:

* The Nursery accepts that employees will bring their mobile phones to work.
* As a general rule, employees are not permitted to make or receive calls/texts during working hours as this inevitably impacts on work time.
* Staff should ensure that mobile phones are turned off or on silent at all times.
* Staff are not permitted to use recording equipment on their mobile phones. For example: to take photographs or videos of nursery children.

Aberdeenshire Council guidance on use of personal phones in the workplace:

* Staff must not download personal music or films
* Staff must be aware of viruses which could lurk in emails. Whilst using the internet facilities staff must not open any emails from names that aren’t recognised in order to protect the computer from potential viruses.
* It is vitally important that staff are careful about content that they search out or download.
* Staff must be aware of their responsibilities to the nursery when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents.
* Children are to be encouraged to use the internet to access educational learning sites, but must be supervised at all times.