USING THE INTERNET RESPONSIBLY

Advice for professionals who work with children, when using any form of ICT, including the Internet

For your own protection it is advised that you follow this advice:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the policies of the organisation.

- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.

- Do not put online any text, image, sound or video that could upset or offend anyone connected to your setting, member of the community or be incompatible with your professional role.

- Use your organisation’s or setting’s ICT systems and resources for all official business. This includes your business email address, business mobile phone or photography equipment.

- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to children, parents, carers and others.

- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately.
➢ Only take images of children and/or staff for professional purposes, in accordance with business policy. Ensure that the parent/carer of any child under 18 has given written consent.

➢ Ensure that any images are represented only in a positive context and are removed from your websites when they expire.

➢ Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

➢ Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute.

➢ You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

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**For eSafety support and guidance - please contact 01438 843350**

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This information has been developed in conjunction with the HSCB eSafety Multi-agency Panel, and in agreement with the following Union bodies:

- NAHT - The Association for all school leaders
- ASCL – Association of school and college leaders
- NUT – National Union of teachers
- NASUWT – The Teachers’ Union
- ATL – The education union
- UNISON – The public service union

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Making a positive difference to the lives of children and young people