

### 1. POLICY

1.1 The School recognises and accepts that its employees may keep personal blogs on the Internet and that social networking sites are a useful way of interacting socially with colleagues, family and friends. While the School does not wish to discourage employees from accessing these sites, it expects certain standards of conduct to be observed to protect both its legitimate business interests and employees from the dangers of inappropriate use.

1.2 While you may have your membership on such sites set to friends and family, you are reminded that they can forward the content of your blogs on to others and because you have no control over this process, you are reminded that none of your postings are truly private.

This policy applies both inside and outside the workplace.

### 2. PROCEDURE

2.1 You must not access blogs or social networking sites during working hours. Access using the School's IT systems is restricted to official breaks, unless specific permission is granted.

2.2 You must not post information on a blog or social networking site which is commercially sensitive and/or is confidential to the School, its suppliers or customers.

2.3 You must not make reference on a social networking site to the School, its employees, its customers, partners and suppliers. Any of the aforementioned parties must not be identifiable from any comments posted on an employee's personal blog.

2.4 You must not post entries on a blog or social networking site which are derogatory, defamatory, discriminatory or offensive in any way, or which could bring the School, its employees, its customers, partners and suppliers into disrepute or is likely to have a negative impact on the reputation of any of these parties.

2.5 Where you are a member of social networking sites, you are advised that you must not invite customers to be a friend on such a site or post comments on or interact in any way with their blog. In the case of Overley Hall School this includes: Parents or other family members of a child or adult in our care, foster carers, social workers, trainers or other visiting professionals associated with the school or home.

2.6 You should be aware that blogs and social networking posts may create documents which the courts can order to be disclosed for use in litigation. Consequently, you will be assumed to have written any contentious items unless you can prove definitively that you have not done so.

2.7 The School will monitor its IT systems as is deemed necessary in order to prevent inappropriate usage. Hard copy of blog entries which could include screen shots will be used in any disciplinary proceedings.

### 3. DISCIPLINARY ACTION

3.1 Employees whose conduct breaches this policy in any way may be subject to disciplinary action in accordance with the School's disciplinary procedure up to, and including, dismissal.

3.2 Any blog entries or comments on social networking sites made inside or outside the workplace that are defamatory, derogatory, or discriminatory about the School, its customers, suppliers or employees will be investigated as gross misconduct. If substantiated, such conduct may lead to summary dismissal after the due process of the School's disciplinary procedure has been followed.

3.3 This policy should be read in conjunction with the Equal Opportunity Statement, Positive Work Environment Policy and Mobile Telephones – Personal Mobiles Policy.