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The Queen's Award for  
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## Mobile Technology and Social Networking Policy



The following is the procedure to be used by all staff, volunteers and service users regarding the use of personal mobile phones, social networking websites and personal email accounts within the centre.



### 1. Mobile Phones



When attending the centre staff, volunteers and service users are responsible for their own property, and Foresight will not be held liable for damage, loss or theft of such items.



**Mobile phones should not be used during work hours, lessons or courses, and should be switched off unless for work purposes or an emergency situation dictates otherwise. If a personal emergency arises all staff (including tutors) must inform the operations co-ordinator or the Chief Officer immediately. Staff who do not comply with this policy will be disciplined.**



Foresight will not be held responsible if service user or volunteers exchange personal contact details, including their contact numbers.



Contact numbers of any other staff member, volunteer or service user should not be given out without the explicit permission of that particular person.



Mobile phones should not be used to take photographs or video recordings of any staff, volunteers or service users without explicit permission of that particular person, or group of people.



### 2. Social Networking

The use of Foresight's computers and laptops is strictly limited to learning provisions and Foresight business, and should not be used for personal use, with regards to social networking websites. Staff accessing such sites on Foresight IT equipment will be disciplined.



Staff, volunteers and service users are solely responsible for whom they do and do not accept as friends, members and/or groups on social networking websites, and as such Foresight will not be held accountable for any occurrences that may result.

Staff, volunteers and service users should ensure that the content of their social networking accounts, including pictures are appropriate for all that will view or have access to.

Comments and other content must not be derogatory towards Foresight, or those with whom Foresight is linked or working with including young people, staff and other organisations.

Do not reference or cite company staff, partners, volunteers or service users without their expressed consent within your personal page or comments.

### **3. Email**

Staff, volunteers and service users should observe the same care in language used as detailed in the social networking section above.

A record of emails sent and received should be kept back up electronically for reference and made available to a line manager if required.

This information is also available in other formats, languages and picture format upon request.