Adult Training Network

Communications Policy
Including:
Email & Internet Policy
Social Media Policy

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Communications Policy

1. Purpose

To promote partnership between ATN, Learners, stakeholders and the wider community through efficient and effective communication.

2. Definition of communication

Every member of staff has a responsibility to support effective communications and needs to recognise that the quality of their communications reflects on ATN's reputation. We strive to ensure that communications between all members of ATN are clear, professional, timely and effective in their purpose.

3. Principles

ATN uses a number of different methods to maintain effective communication with learners, stakeholders, other training providers, Lead/Prime Contractors, the wider community and outside agencies. Depending on the nature of the communication, ATN will use the most practicable means to contact the recipient. Communication on issues that affect the safety and wellbeing of a learner will be treated as a priority. ATN holds emergency contact details for all Learners.

Staff will always seek to establish friendly relationships with learners, but they will ensure relationships are professional and learners will be addressed in a formal manner. Staff are to avoid developing close relationships with learners. Key ATN information will be translated into community languages where appropriate and possible and a translator if available, and if required, to ensure effective communication. The Communications Policy embraces the principles of the Equalities Policy and e-Safety Policy.

4. Introduction

ATN recognises the importance of clear and effective communications with all stakeholders (learners, staff, Trustees, Lead/Prime Contractors, Funding Bodies, the local and wider community outside agencies, etc), and is committed to being open and accessible for all who have an interest in ATN.

5. Aims of the policy

The aim of this policy is to ensure that effective communication and consultation takes place between ATN, learners and other stakeholders and that there are robust processes to facilitate this.

ATN recognises that engaging and working with learners and stakeholders is a vital key in providing an excellent education and training environment. Learners and Stakeholders are offered opportunities throughout the year to convey to us what they expect from and think of ATN.

Our aims include the following:

- To make ATN as welcoming and inclusive as possible.
- Signage will be clear, informative and positive.
- All written and telephone enquiries will be dealt with promptly and learners and stakeholders can
- expect an acknowledgement within 2 working days.
- A variety of forms of communication with learners and stakeholders for example, telephone contact,
- email, post and text.
- Learner and stakeholders are contacted for positive as well as negative reasons.
- Information will be provided in a timely way.

6 Communication with learners

6.1 Letters

Staff will always reply to a letter from learners and stakeholders as quickly as possible. A response to acknowledge receipt of a letter will be made by return, a more formal acknowledgment, by telephone, letter or email, **will be made within 2 working days and responded to within 10 working days**. Letters must be processed through ATN's administration team and approved by a member of the Senior Management Team before posting. Copies of correspondence with learners and stakeholders will be placed on file. Any letters of concern or complaint should be dealt with in accordance with ATN's Complaints and Suggestions Policy. Learners are encouraged to provide ATN with a current Email address for prompt and effective communication.

6.2 Email

Email is a quick, effective way of communicating necessary information and is ATN's preferred method of communication. Emails received will be treated in the same way as letters: acknowledged within 2 working days and responded to within 10 working days. Emails should be short and clear, and the same care and consideration should be given as when sending a letter. Any

items longer than a paragraph should be attached in word format. Learners may wish to contact ATN via Email for a general enquiry as an alternative to telephone or letter. ATN's Email address is: enquiries@aduklt-training.org.uk

Under no circumstances should staff contact learners or stakeholders using their own personal Email address.

6.3 Telephone Calls

All telephone calls should be answered by ATN's Administration team and they will answer the query, pass the call, or the information from the call, on to the appropriate person for response or information, or make a record of the callers details and arrange a time for a response once information, or appropriate staff are available.

6.4 Texts

Learners may also be contacted by text, in a nonemergency, to inform or remind them of a event e.g. Exam dates, or late arrival. Texts will also be used in the event of emergency closure.

6.5 Absence

If a learner is going to be absent, they are asked to contact ATN as soon as possible on the morning of the absence. In the event of failure to notify ATN on the first day of any absence a text will be sent, or telephone call will be made requesting that the learner contacts ATN and offer an explanation. Please see specific Safeguarding response for learners identified as safeguarding high risk.

6.6 Social Networking

ATN has a Twitter account which is used to provide updates to learners who wish to subscribe to this. It is not compulsory to do so and therefore any key messages will be relayed through formal ATN communication channels.

6.7 ATN Website

The ATN website provides a range of information about ATN, including:

Courses
Training Centres
Funding
Safeguarding
Policies
Good News Stories
Events
Annual Report

It is used to promote ATN to a wider audience and is updated regularly.

6.8 Communication between learners and staff

Two-way communication between learners and staff is an important aspect of ATN delivery. ATN welcomes and encourages Learners to engage in conversation with all members of staff within ATN.

6.9 Severe weather and emergency closure

In the event of emergency closure communication will be made to learners via text or email.

7. Investigating incidents

When investigating an incident involving learners, ATN members of senior staff interview all learners involved and ask them to complete a written account.

8. Monitoring, evaluation and review

The Managing Director will review this Policy at least every year and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout ATN.

EMAIL AND INTERNET POLICY

1 Aims and Objectives

1.1 ATN recognises that the Internet and email systems play a key role in the conduct of ATN's business and that these systems support employees in carrying out their work efficiently. Nevertheless, the provision of Internet and email systems to employees does expose ATN to a number of risks and liabilities. This Policy highlights those potential liabilities to ensure that employees understand how they should be avoided.

1.2 ATN invests substantially in email and Internet systems and the facilities provided represent a considerable commitment of resources. This Policy informs employees of ATN's expectations for the use of those resources to ensure that they are used appropriately.

2 Legislation

2.1 ATN will adhere to its obligations under the legislation relevant to the use and monitoring of electronic communications, which is predominantly the Regulation of Investigatory Powers Act 2000; the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000; the Data Protection Act 1998, the Human Rights Act 1998, the Counter Terrorism and Security Act 2015 and the Prevent Duty 2015.

3 Monitoring

3.1 Computers and email accounts are the property of ATN and are designed to assist in the performance of employees' work. Employees should therefore have no expectation of privacy in any email sent or received or in the Internet sites that employees access.

3.2 ATN will monitor email and internet use where it has a reasonable cause to do so. Staff members will be informed before monitoring takes place with the exception of monitoring under the Prevent Duty (2015). Proactive monitoring will take place to detect any material promoting terrorism, violent extremism or which may be used to radicalise our staff and student body (as defined by the Counter Terrorism and Security Act 2015 and the Prevent Duty 2015).

3.3 ATN may exercise its right to intercept email and Internet access under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 for the following business reasons:

- To establish the existence of facts relevant to ATN's business;
- To ascertain compliance with regulatory practices or procedures relevant to ATN;
- To ensure that employees using the system are achieving the standards required;
- To prevent or detect crime;
- To investigate or detect the unauthorised use of Internet and email systems;
- To ensure the effective operation of the system, e.g. to detect computer viruses and to maintain an adequate level of security.
- To prevent or detect radicalisation and extremism.

3.4 Although an email that is clearly marked as private cannot be defined as a communication relevant to ATN's business, ATN reserves the right to monitor the content of such an email where there is a reasonable belief that it may breach this Policy, for example by containing discriminatory or pornographic material.

3.5 For business continuity purposes, ATN may need to check the emails of employees who are absent. ATN will attempt to gain the permission of the employee concerned before monitoring emails in such circumstances.

3.6 To be able to exercise its rights (as described in clause 3.3, above), ATN must have made all reasonable efforts to inform every person who may use the email and Internet systems that monitoring may take place. ATN believes that the communication of this Policy to all employees meets this requirement. All emails will include a disclaimer at the end, which will advise external recipients and senders of email of ATN's Policy (see clause 10, below).

3.7 ATN reserves the right to use the content of any employee email in any disciplinary process:

3.8 Where the email accounts of union stewards or branch officers and reps need to be examined, stewards/branch officers will be consulted prior to examination and either the union steward/branch officer or a nominated representative will be present whilst such an examination takes place. This is to protect the confidentiality of emails from members.

3.9 Employees should note that all emails can be recovered even after they have been deleted.

3.10 ATN reserves the right to inspect any files stored by employees in all storage systems in order to assure compliance with this Policy.

3.11 ATN will proactively monitor and address any attempt to access internet material which may promote terrorism, radicalisation or violent behaviour.

4 General Operating Principles and Personal Usage
4.1 The email and Internet systems are primarily for business use.

4.2 ATN operates within a framework of mutual trust and recognises that in certain circumstances, particularly when there is a need to communicate urgently, it may be appropriate for employees to send and receive personal emails. **However, such reasonable private usage of email must not interfere with employees' work.** Excessive private use of the email system during working hours will lead to disciplinary action and may in certain circumstances be treated as gross misconduct. Employees must not use ATN's email address as their main contact when registering for services and goods on-line. Hotmail, Yahoo and Gmail accounts can be set up by the employee for this purpose.

4.3 ATN also recognises that there may be need for individuals to have to carry out personal tasks on the Internet whilst at work. However, where such a need arises, employees are required to limit their access to the Internet for personal usage to authorised breaks such as lunch breaks or just before or just after their normal working hours. Personal use of the Internet during working hours may lead to disciplinary action and excessive personal use may in certain circumstances be treated as gross misconduct.

4.4 Personal usage of the email and Internet facilities must still adhere to the standards outlined in this Policy and in other ATN policies, such as the Bullying and Harassment Policy. Breaches of ATN policies through personal use of email and Internet will be dealt with under ATN's Disciplinary procedures.

4.5 The standards set out in this Policy are designed to minimise the risk of incurring liability in relation to employees' usage of email and Internet. For example, ATN could be prosecuted under child protection legislation if employees are found to have downloaded child pornography using ATN systems. ATN will take disciplinary action against any employee who breaches any of the requirements contained in this Policy, which will include summary dismissal for those committing acts of gross misconduct.

4.6 ATN's Grievance Procedure will be used to handle any disputes concerning the operation or application of this Policy.

4.7 When an employee is issued with a unique password for use of ATN's or Lead/Prime contractors' computer systems for security purposes. Employees are responsible for safeguarding their password. For reasons of security, employees must not print, store online or share their individual passwords with others. User password rights are given to employees for security purposes and should therefore not give rise to an expectation of privacy.

4.8 You must not leave your PC logged on and unattended without ensuring that it is locked.

4.9 All records, documents and other papers (or extracts thereof) made or acquired by staff in the course of their employment shall be the property of ATN. Staff who wish to copy documents in their home folders for themselves upon termination of employment should seek permission from their line manager before doing so.

5 Standard ATN Email Practice

5.1 Emails should be drafted with care. Due to the informal nature of email, it can be easy to forget that it is a permanent form of written communication and that material can be recovered even when it has been deleted. Employees should ensure that the content and tone of emails reflect the professional image of ATN.

5.2 All emails should be composed without using 'text speak', this is deemed inappropriate. The standard ATN email signature should be attached to all emails. Guidelines and a template for signatures can be obtained from the IT manager.

5.3 Emails should be clear and concise and should not be any longer than necessary.

5.4 Employees should not send unnecessary emails or copy other recipients into messages without good reason. Unnecessary emails waste recipients' time and congest the email system.

5.5 Employees should not attach unnecessary files as large attachments can congest recipients' systems. The maximum file size that can be attached on the ATN system is 10Mb; this is the maximum allowed by many Internet Service Providers. Should it be necessary to send or receive larger files this service is available and can be accessed by contacting the IT Manager.

5.6 Emails should not be written in capital letters as this can be construed as shouting via email.

5.7 Hard copies should always be made of emails which need to be retained for record-keeping purposes.

6 Use of Email

6.1 Employees must never access another employee's email account; except in circumstances where an employee is absent from work and has given his or her express consent for a colleague to check his or her emails. Even where access is granted in such circumstances, employees must never send an email from that account; instead response emails should be sent from the individual's own ATN email account, clearly marked as being "on behalf of" the original recipient. This is separate to accessing a mailbox where you are a delegate on that account as you have already been given permission to access the mailbox.

6.2 Emails must not contain any message or image that is discriminatory (on the grounds of sex, race, disability, sexual orientation, gender identity, religion, belief or age), illegal, obscene, pornographic, abusive or threatening, or which promotes terrorism or violent extremism. ATN does not tolerate discrimination, harassment or bullying and any breach of this rule will constitute gross misconduct.

6.3 Employees should not make derogatory remarks in emails about colleagues, students, competitors, employers or any other person. Written derogatory remarks could be considered to be defamation, which could give rise to legal action being taken against the author and/or ATN

6.4 Employees must not send confidential documents or disclose confidential ATN information by email. Secure forms of data transmission are available. Please contact the IT Manager for details.

6.5 Employees must not enter into contractual commitments by email unless they have the necessary authorisation. It is easy for email to be viewed as an informal means of communication, but commitments entered into in emails will have the same weight and status as any other written contracts.

6.6 Employees must not begin or distribute chain emails or any other junk emails, including advertisements.

6.7 Employees must not send personal data of other employees, students, or clients via email, without the authorisation of the owners of that data. Remember that when sending an email to multiple learners to use the BCC function rather than the 'To' function to avoid distributing a person's email address.

6.8 By sending emails on ATN's system, employees are consenting to the processing of any of their personal data contained in that email and are explicitly consenting to the processing of any of their sensitive personal data contained in that email. If employees do not wish ATN to process such data, they should communicate that information by other means.

7 Use of Internet

7.1 ATN has systems in place that monitor and record all Internet usage. Therefore, employees should not have any expectation of privacy in terms of their Internet usage.

7.2 Employees must not display, download, distribute, store, edit or record any material, including images, that are offensive, capable of constituting any form of discrimination (on the grounds of sex, race, disability, sexual orientation, gender identity, religion, belief or age), obscene, pornographic or paedophiliac. Any such action will be considered as gross misconduct. If you accidentally arrive on such a site (and the warning screen) through no fault of your own, you should immediately close the site and report the incident to your line manager and also the IT manager to have the site added to the blocked list.

7.3 Employees must not display, distribute, store or download any illegal material. Any such action will be considered as gross misconduct.

7.4 ATN's Internet facilities must not be used to undertake illegal activity. Any such action will be considered as gross misconduct.

7.5 Employees must not download or distribute any pirated software using ATN systems. Any such action will be considered as gross misconduct.

7.6 ATN will retain the copyright to any material posted on the Internet by any employee during the course of his or her duties.

7.7 Employees must not use ATN's Internet facilities to download entertainment software, including games, and must not play games against other opponents over the Internet, - except in exceptional circumstances following authorisation by your line manager.

7.8 Any attempts to disable, defeat or circumvent any of ATN's computer security facilities will constitute gross misconduct.

7.9 Whilst ATN recognises employees' right to a private life, during any use of social networking sites or maintenance of personal blogs (online diaries), employees are required to refrain from making any references to ATN that could bring it into disrepute, or interacting or writing on the sites in a way that could constitute harassment of a colleague, student or employer. ATN will treat any breaches of these requirements as disciplinary offences. Further information and guidance about the use of social networking sites can be found below in the Social Media Policy.

7.10 ATN reserves the right to withdraw at any time employees' access to social networking sites or personal blogs.

7.11 ATN employees must never engage in political discussions on external forums using ATN's computer system.

7.12 Employees should not attempt to access any material that promotes terrorism, radicalisation or violent behaviour.

8 Copyright and Downloading

8.1 Copyright applies to all text, pictures, video and sound, including those sent by email or on the Internet. Files containing such copyright protected material may be downloaded, but not forwarded or transmitted to third parties without the permission of the author of the material or an acknowledgement of the original source of the material, as appropriate.

8.2 Employees are only permitted to use the designated ATN screensaver on ATN computers.

8.3 Employees are not permitted to use ATN's Internet facilities to download entertainment images or videos for personal usage.

8.4 Any file that is downloaded will be scanned for viruses.

9 Responsibilities

9.1 The responsibility for drafting, updating, monitoring and reviewing this Policy belongs to the Managing Director.

9.2 Employees are responsible for complying with the requirements of this Policy and for reporting any breaches of the Policy to your line manager.

9.3 IT Support is responsible for maintaining ATN's computer systems. Support for employees in the proper usage of the systems is provided by a variety of sources including IT Support. Where employees require any information or help about the use or set up of the computer facilities, queries should be directed to the IT Manager via email or telephone.

10 Disclaimer

10.1 The following disclaimer is automatically attached (via a web link) to the end of every email sent externally:

Email Disclaimer

THINK BEFORE YOU PRINT: Please consider the environment before printing this e-mail

Adult Training Network Registered Charity 1093609, Company No 04286151

The contents of this message are for the attention and use of the intended addressee only. If you are not the intended addressee, or the person responsible for delivering it to them, you may not copy, forward, disclose or otherwise use it or any part of it in any way. To do so may be unlawful. If you receive this e-mail by mistake please advise the sender immediately. Any views or opinions presented are solely those of the author and do not necessarily represent those of ATN unless otherwise specifically stated.
Whilst all reasonable care has been taken to avoid the transmission of viruses, it is the responsibility of the recipient to ensure that the onward transmission, opening or use of this message and any attachments will not adversely affect its systems or data. No responsibility is accepted by ATN in this regard and the recipient should carry out such virus and other checks as it considers appropriate.

Social Media Policy for Staff

INTRODUCTION

1. Social media is one of the fastest growing trends to hit the Internet. As with all new technology, there are potential opportunities as well as issues with its use. This policy has been put together in an attempt to provide staff with advice and guidance on how to capitalise on some of the opportunities whilst avoiding some of the pitfalls.

2. This policy is intended to ensure that people have a basic understanding of what social media is, provide good practice examples of using social media and provide some simple "dos and don'ts" to ensure that people are protecting themselves, their students and ATN as a whole. Staff are reminded that disciplinary action may be taken against staff who, through their activity on social media sites, are seen to have breached other ATN policies in particular:

- Anti-harassment, anti-bullying and dignity at work policy;
- Internet and email guidance policy;
- Equality and diversity Policy;
- Staff code of conduct;
- Safeguarding Policy;

3. The policy is for staff only, and does not cover good-practice use of social media by students. Whilst it is anticipated that curriculum staff will embed social media good-practice if they decide to use social media in teaching and learning, it is important to note that ATN may have no effect or pose any constraint on the use of social media outside of the ATN context for students.

4. This policy should be read in conjunction with ATN's internet and email acceptable use policy that governs the appropriate use of all online systems provided by ATN and used within ATN's time.

BACKGROUND AND CONTEXT
5. Social media means different things to different people. For some it is the use of messenger services like Microsoft Live Messenger to create 'micro-societies' of friends that all chat online in one-to-one or conference groups. For others it is the use of 'social media applications, such as, Facebook, Twitter and LinkedIn, where there is the chance to connect with new friends online, some of whom will never meet in person, but who may share a collective interest or associated friends. For others it is a way to share and comment on images through Instagram and YouTube.

6. They all share a simple common purpose; to allow one or more users to interact and share information in a collaborative manner for the purpose of social and/or business purposes.

7. This policy throughout will refer to social media as any means of communicating and sharing information with one or more people via the use of a website or web-based service. The policy is generally common sense, and a good rule of thumb is to assume that if you have to ask yourself 'should I do this?' before posting something to one of these sites or services, you probably shouldn't!

8. ATN has enabled access to such sites through the ATN's network. Guidance about the appropriate use of such sites for personal use during working hours are provided within the Internet and email acceptable use policy; this states that whilst staff may use the internet and internet based applications, such as social media sites for personal use whilst at ATN, this usage should be limited to break times and should not impact on the individual's ability to fulfil the requirements of their job role. All of us must act responsibly in our use of the internet for personal use whilst at ATN.

GUIDING PRINCIPLES
9. The following guiding principles have been compiled for reference. Follow them and you shouldn't go far wrong! You can and will only be held responsible for your own actions, you **will not** be held responsible for the actions of others. To make it easier, the policy is broken down into sections for ease of reference.

10. Social media provides great opportunities for organisations and for individuals. In ATN's context it provides opportunities to enhance our connection and communication with students and other stakeholders, potentially enriching the teaching and learning experience. More and more our student body and other

stakeholders will have an expectation that ATN will provide content through a variety of channels including social media.

11. Many staff within ATN will already have a personal social media site. Whilst staff members have a right to have such personal online presences, information posted on such sites is potentially accessible to a wide range of individuals. Such information may be accessible to work colleagues and viewable by a whole range of other individuals including students. Content could therefore cause professional embarrassment to the individual or even may bring the individual and ATN into disrepute. In addition, material about other people posted on such sites may breach data protection legislation or may be in breach of defamation and libel legislation. As outlined within the staff code of conduct we all have a duty to safeguard our own professional reputations and not do anything that may damage ATN's reputation. It doesn't matter where or when content is posted, if it is inappropriate, ATN may decide to take disciplinary action. Should such action be deemed necessary by ATN each case will be judged on its individual merits.

12. This policy provides for both instances of the use of social media.

Using social media for teaching and learning
13. ATN welcomes the opportunities that the use of social media as a teaching and learning aid can bring. There are some examples already across ATN of how such applications have enriched the learning experience. ATN will share good practice where it exists and provide support, through ATN's learning resources and marketing teams, for staff wishing to establish an online presence for teaching and learning.

14. ATN has a duty of care to its students, particularly those students who are vulnerable adults. Safeguarding the wellbeing of all our students is of paramount importance and must be taken into consideration when utilising such sites for ATN business.
This policy has been drafted with these considerations in mind.
- Please register the use of social media sites with the ATN's IT Manager. This will enable us to keep a cross ATN record of all sites and, where appropriate, share good practice.
- You should take responsibility for moderating all content that is posted on the site. Set yourself up as the administrator so that you are able to remove inappropriate content quickly. Content should not cause anyone any offence or in any way discriminate against others.
- Make sure that the site settings on applications such as Facebook are 'private'.
- Consider carefully whether open access blogs are appropriate – remember that these sites are 'public' and as such content and comment can be viewed by anyone.
- When posting content on sites such as You Tube, consider whether the material is appropriate and does not in any way damage ATN's reputation – again remember that content is public and can be viewed by anyone. Consider whether you need the permission of individuals featured in pictures or video before posting them.
- As the moderator be aware of 'cyber bullying' – there have been instances of individuals using these sites to bully or harass others.
- Remember copyright legislation when posting content. Do not use music, video, written information or pictures that may be copyrighted.
- Do not disclose third party data about a colleague or learner as this may be in breach of data protection.
- It is probably safest to establish sites for tightly controlled groups of students (i.e. a course group), this way you will be able to manage content more easily and make sure that all people with access to site are genuine.
- When accepting students or colleagues onto sites as 'friends' make sure you know that they are genuine students or members of ATN staff before accepting them.

Using social media for other ATN business activity

15. Social media has potential equal benefits as a communication tool for non-teaching and learning purposes. ATN's marketing team oversee a range of corporate social media presences primarily to engage learners and other stakeholders.

16. Similar considerations apply to other social media presences that teams may wish to establish to facilitate enhanced communication. Policy for the use of such systems for teaching and learning are equally valid for other uses. The following should be taken into account.
- As a general rule of thumb if you are establishing such systems to take feedback or comment from customer, expect both positive and negative comments. Negative comments are not in themselves an issue on such sites, rather it is the way we deal with them that will enhance or detract from ATN's reputation.
- Individuals posting content onto such system expect almost instant response; think about whether you have the time to monitor such systems on a regular basis.
- Do not speak from a position of authority on behalf of ATN – if you are unsure about how to respond to posts, check first. Providing wrong information is worse than providing no information at all!
- Do not post confidential, personal or any other sensitive information on such sites. Remember our responsibility for data protection and confidentiality.

Using social media sites for personal use
17. Staff are entitled to a personal and social life; a large part of some individuals' life outside of ATN may be the use of social media. However, it is possible that information posted on such sites about private lives may become public and accessible to the widest range of individuals including students and ATN customers. Should compromising information be posted on such sites it may significantly damage our professional relationship with students and potentially bring ATN into disrepute. The following should help staff in managing their personal social media presences. It is worth remembering that any of your actions may bring ATN into disrepute and may be a breach of ATN policy that could lead to disciplinary action being taken.
- Think about whether you want work colleagues included on your social media sites as friends. Some colleagues may take exception to some of the content posted on such sites and could make a complaint about you because of it. Use your own judgement as to whom you associate with online; remember that your public friends list and comments are just that, public.
- Do not publish or allow to be published content (including images) that could damage your professional reputation.
- Remember that some sites are public and therefore accessible to anyone who wishes to see it. Take extra care with these kinds of sites in terms of images and content.
- The safest way to manage your personal social media sites is to set it to personal, so that you have absolute control over who are allowed on as friends and who can see the content posted.
- Before posting content, ask yourself would I say this to the person's face – if the answer is no then it is probably safer not to put it in writing on such a site.
- Think about comments that you post on such sites and they may bring ATN into disrepute or damage the ATN's reputation.
- As a general rule of thumb don't allow students as friends onto these sites. However, we do recognise that in an ATN environment, this may not always be possible – in such cases be extra cautious about content posted. Before posting images of yourself or colleagues ask yourself whether you would be comfortable with these images being distributed across the organisation, again if the answer is no it is probably wiser not to post them.
- Be aware that images/content that you post onto your social media presences can be shared with others even if your profile is set to private.
- Never give your ATN email address as the contact for such sites, you can establish Google mail, hotmail or yahoo mail accounts for free for such purposes.

Further information and guidance
Further information and guidance are available from ATN's IT Manager and the Managing Director.