



Social networking sites allow users to create their own content and share it with a vast network of individuals sometimes referred to as online communities. Users have a huge degree of control to post comments, photos and videos at any time of day, and interaction is instant and minute-by-minute.

The open nature of the internet means that individuals may be vulnerable if they do not observe a few simple precautions.

### Privacy

- Ensure that your social media account does not compromise your professional position
- Stop the network provider from passing on your details to other companies for research and advertising purposes
- Do not accept 'Friend' requests from any young person that you work with
- Log out from your social media account, particularly when using a computer in a public area
- Clear your chat history from any messaging service.

### Conduct

- Do not post anything that brings you, or the organisation you represent, into disrepute. This includes disparaging comments, violent or harmful content, content of an adult nature or which is sexually explicit and content that may be regarded as racist, biased or misleading
- Do not post any personal information about you or anyone else that leaves the person vulnerable to cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content.

### Reporting

- If you come across, or are made aware of, inappropriate use of social networking sites, you should report these to the appropriate person within your organisation. This includes under age use of these services. Most social networking sites have a minimum age restriction of 13 years
- If you are unhappy with content in which you are tagged, 'untag' yourself or, alternatively, contact the person and ask them to remove the content
- If you think that content breaks the terms of use of the social networking service, report it to them
- If you are asked to remove content, do so immediately.