RECOMMENDATIONS FOR
SAFE USE OF
SOCIAL MEDIA AND ONLINE PLATFORMS

Name of Writer	Amendments Date Written & agreed	Amended / Approved by	Review Date
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INTRODUCTION

NSCD recognises that the use of the internet to access social networking and other online platforms is part of everyday life.

Social media and other platforms have enabled families and friends to stay in contact and have lessened geographical divides, it is important, however that this media is used appropriately.

To ensure that everyone is safe and protected we recommend the following:

- Keep your personal information secure by using high strength passwords and that profile settings are restricted. It is advisable to log out of social networking sites when not in use as a security precaution.
- Be aware of how to set privacy settings on their profile and be mindful that some social networking sites revert to default settings when an update is made to their service. Please be vigilant to any changes in their profile privacy settings.
- Keep your profile picture post simple. Remember anyone can still search for you and see your picture without being your friend.
- Create your photo albums with privacy settings so 'only your friends' can see them.
- Students and staff should not 'friend request' each other. All friend requests of such nature should be rejected. You do not need to report this unless it becomes a recurring problem. People are not notified when you reject their friend request.
- Similarly, direct messages via online platforms should not be reciprocated.
- Use the privacy settings to limit who can see your full profile. Set it so that only friends can see everything like your pictures, your wall, and your personal and contact information.
- Use limited public information about yourself on your profile. For example, address, email, date of birth, contact telephone numbers do not need to be shown to everyone, they can be privately messaged if needed.
- All postings on social media and networks will be in the public domain so everyone should consider this when making decisions about the content of social media activity.
- Do not use your NSCD email address as your email contact.
- Do report any threats of violence or other inappropriate posts/images to the relevant authorities, such as the Child Exploitation and Online Protection centre (CEOP) or the police.
- Do not ever announce if you are going away. Many cases of burglaries are supported using these disclosures.
- Everyone should take care on when using personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where individuals can be vulnerable to being contacted by an abusive person.
- We encourage you not to publish specific and detailed private thoughts, especially those that might be considered personal, sensitive, hurtful, harmful, hateful or defamatory. NSCD expects all staff and students to remember that their online presence reflects on us.

Helpful links:

- [Instagram | Safety | Official Site](#)
- [Safety Center (facebook.com)](#)
- [Safety Tools (twitter.com)](#)
- [StaySafeOnline.org - YouTube](#)