

TIPS FOR PROFESSIONALS USING FACEBOOK

Although Facebook is common amongst members of the club, there are some inherent dangers associated with it for professional persons.

It is strongly advised that anyone working in education should not invite SHC juniors to be Friends. Your Facebook account may get to pupils in your own school via friends of friends.

Here are some suggested guidelines for using Facebook safely:

- ☒ Ensure that all your privacy settings are set to 'Friends Only'. Go to your Account Settings and make sure that the Custom Settings are highlighted and that these show that status, photos and posts are set to 'Friends Only'.
- ☒ Consider what information you have on your info page and your profile picture. Including brief information and an unidentifiable picture, e.g. sunset, will assist in making your profile indistinctive.
- ☒ If you have professional and social 'friends' on Facebook, using the group list feature will ensure that you can distinguish what type of information you send to particular groups. Make sure that you do not accept pupils (even those that have recently left the school), parent or carers as 'friends'.
- ☒ Ensure that you do not bring your professional status into disrepute. Make sure that you consider what you post about colleagues. Taking charge of your digital reputation is important, as unprofessional posts or images will lead to disciplinary action and possible failure to gain employment in the future.
- ☒ Be careful what photographs you include on your profile. Once these are uploaded, they are very difficult to remove and, using image editing software, they can be altered and merged with other more distasteful images.
- ☒ Be aware of any spam or potential virus risks sent via rogue posts. It is advisable to check with anti-virus firms if you get any suspicious requests or posts.
- ☒ If you are alerted to any negative or unscrupulous information about yourself, colleagues or members of the club on Facebook, inform your Welfare Office or Club Captain. Further advice to help with cyberbullying incidents etc., can be gained from a professional association or online via website such as CEOPS.