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| Youth Cymru Logo JPEG | **Information Technology and Digital Media Policy** |

**1. Introduction**

1.1 Background technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks.

**2. Purpose**

2.1 This policy aims to ensure that employee use of social media does not damage the Youth Cymru’s reputation and impact on working practices and that it maintains confidentiality and an environment where individuals are treated with dignity and respect.

2.2 This policy encompasses employee’s personal use of social networking and also their use of online services as part of the Youth Cymru’s Communications Strategy.

2.3 This policy is intended to ensure that:

1. Staff and volunteers will act responsibly to stay safer while online and being a good role model.
2. Effective systems are in place for the online safety of all users and the security of devices, systems, images, personal devices and data.
3. Staff and volunteers are aware of and can protect themselves from potential risk in their use of online technologies.

**3. Responsibilities**

3.1The Youth Cymru Senior staff team are responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and youth work occupational guidelines.

 3.2 The Youth Cymru Senior Staff Team and other staff members with line management responsibilities are responsible for providing advice and guidance to staff and volunteers on the application of this policy and procedure.

3.3 Employees and volunteers are responsible for making every effort to provide information and documentation that is requested of them or they feel relevant to the operation of this policy and also for complying with the processes and agreements contained within this policy.

**5. Definitions**

5.1 Youth Cymru defines digital media as any internet based medium which enables users to communicate their thoughts, opinions or observations with the online community.

5.2 These sites include, but are not limited to:

• Facebook

 • Twitter

• LinkedIn

• Google Plus

• Myspace

• Bebo

• Online message boards/forums/chat rooms

• YouTube

 • Flickr

• Any form of blogging, including weblogs

 • Audio/video podcasts

• Discussion boards, e.g. Yahoo and Google Groups

• Collaborative information sharing sites, e.g. Wikipedia

• Online multiplayer gaming platforms, e.g. World of Warcraft

• Open access online encyclopaedias or reference pages.

**6. Procedure**

6.1 Staff members and volunteers need to know, agree and adhere to Youth Cymru’s code of practice and conduct when using when using social media in reference to Youth Cymru.

6.2 Staff member and volunteers should be aware of the effect their actions may have on their images, as well as Youth Cymru’s image. The information that employees post or publish may be public information for a long time.

6.3 Staff members and volunteers should be aware that Youth Cymru may observe content and information made available by employees through social media. They should use their best judgment in posting material that is neither inappropriate nor harmful to Youth Cymru, is employees and service users.

6.4 Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.

6.5 Staff and volunteers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their line manager or a member of the Youth Cymru Senior Staff Team.

6.6 Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to be authorised by Youth Cymru’s CEO

6.7 If staff or volunteers encounter a situation while using social media threatens to become antagonistic, they should disengage from the dialogue in a polite manner and seek the advice from the Youth Cymru Senior Team.

6.8 All staff and volunteers should get appropriate permission before referring to or posting images of current or former employees, members, partners or young person. Additionally, employees, volunteers and trustees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

**7. Links to other policies and procedures**

10.1 This IT and Digital Communication Policy and Agreement needs to be operated alongside other Youth Cymru procedures and policies including:

1. Safeguarding Policy
2. Staff Development
3. Health and Safety
4. Probationary Period Process
5. Recruitment Policy
6. Information and Digital Media Policy and Code of Conduct Agreement

**Signed:** .. ........................................................

**Position:** ...Acting Joint CEO...................................................

**Latest review/approved dated:** .........7th April 2018...............

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| Youth Cymru Logo JPEG | **Acceptable use of Information Technology and Digital Media** **Code of Practice Agreement**  |

The term “professional” is used to describe the role of any member of staff, volunteer or responsible adult.

For my professional and personal safety, I (Insert Name here) understand that:

* I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring my group into disrepute.
* My use of technology could be monitored, all computer passwords and codes must be available to the company at all times.
* When communicating professionally I will use the technology provided by Youth Cymru this (e.g. email) including social media platforms (e.g. Facebook, Twitter).
* Staff and volunteers are advised not to use their personal emails, mobile phones and social networking sites for direct communications with young people or stakeholders.
* These rules also apply when using the group’s technology either at home or away from Youth Cymru.
* Acceptable personal use of Youth Cymru’s technology is permitted by staff and volunteers
* No employee may add unauthorized or pirated software or files to any machine owned by Youth Cymru.

For the safety of others:

* I will not access, copy, remove or otherwise alter any other user’s files, without authorisation.
* I will communicate with others in a professional manner.
* I will share other’s personal data only with their permission.
* I understand that any images I publish will be with the owner’s permission and follow the group’s code of practice.
* Wherever possible I will use the group’s equipment to record any digital and video images, unless I have permission to do otherwise.

For the safety of the group, I understand that:

* I will not try to access anything illegal, harmful or inappropriate.
* It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
* I will not share my online personal information (e.g. social networking profiles) with young people
* I will not deliberately bypass any systems designed to keep the Youth Cymru safe.
* I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Personal Data Policy (or other relevant policy). Where personal data is transferred, externally, it must be encrypted.
* I understand that General Data Protection Regulation (GDPR)requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Youth Cymru’s policy to disclose such information to an appropriate authority.
* Personal passwords and those of other users should always be confidential.
* I will not download anything that I do not have the right to use.
* I will only use my personal device if I have permission and use it within the agreed rules and will remove Youth Cymru’s software or content if requested.
* I will inform the appropriate person if I find any damage or faults with technology.
* I will not attempt to install programmes of any type on the devices belonging to the Youth Cymru, without permission.

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| Staff / Volunteer Name  |  |
| Signed  |  |
| Date |  |
| Witness: Name and Role |  |

 **Signed:** .. ...............................................................

**Position:** ...Acting Joint CEO........................................................

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