

# Computer, Social Media and Internet Policy

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The purpose of this policy is to help staff make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn, etc. It outlines the standards we require staff to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

All staff are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our company and our services, employees, partners, customers, and competitors.

Breach of this policy may be dealt with according to Foyle's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The Senior Management Team have overall responsibility for the effective operation of this policy and are responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our operations.

All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All staff should ensure that they take the time to read and understand it. Any breach of this policy should be reported to your Direct Line Manager or HR.

Questions regarding the content or application of this policy should be directed to our HR department.

Only the Marketing Department are permitted to post material on a social media website in our name and on our behalf. Any breach of this restriction will amount to gross misconduct

## Confidentiality

Users of Foyle International equipment and systems must consider the confidentiality of information held by the Company and must not breach this confidentiality by distributing such material to unauthorized persons inside or outside the organization.

Information which is passed to a third party in order to be used against Foyle International will be deemed as a serious breach of contract. In accordance with data protection, employees must ensure that the information held on employees, host families, agents and students is kept strictly confidential at all times.

Foyle International Ltd. 17-21 Magazine Street, Derry, BT48 6HH

Tel: +44 2871 371 535 Fax: +44 2871 371 534 Email: [info@foyle.eu](mailto:info@foyle.eu) Website: [www.foyle.eu](http://www.foyle.eu)

## Equipment

Foyle's Equipment and systems **must not be used**:

- For any form of harassment of individuals. Individuals who are subject to harassment should report the matter to their Direct line Manager or the HR Advisor.
- To download, access, record and/or store material that could be considered racist, sexist, homophobic or likely to be in contravention of discrimination, bullying or harassment legislation.
- Only software approved by the Company Directors should be installed on computers owned by Foyle International.
- Users must not alter the setup of any computer, printer or other device without consulting a Company Director/ It Department.

## Internet

Foyle International computer systems are vital business tools. Please do not download or access any inappropriate materials from the worldwide web unless it is cleared with your superior and is relevant or necessary for your job. To do so may result in disciplinary action being taken. Staff can pick up personal emails on school computers during lunch break, but please be vigilant against viruses and offensive content

**STAFF SHOULD BE MINDFUL, HOWEVER, THAT THEY MUST NOT:**

- Visit adult sites or other sites containing pornographic material or download any such images, video clips or sound files onto a Foyle International computer.
- Download and/or store material that could be considered racist, sexist, homophobic or likely to be in contravention of or likely to be in contravention of discrimination, bullying or harassment legislation.

**IN ORDER TO ENSURE THE ABOVE RULES ARE ADHERED TO A COMPANY DIRECTOR OR OUTSIDE IT CONSULTANT MAY:**

- Conduct audits of PC's to check there is no unapproved or unsuitable software installed or that no modifications have been made.
- Randomly check activity on Foyle International's link to the internet to check what sites are being visited.
- Use filtering software to prevent access to web content considered unsuitable.
- Monitor internet usage.

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## Social Networking Sites\*

\*Social Networking refers to the use of Facebook, YouTube, Twitter, LinkedIn etc (This list is not exhaustive)

Staff may access Personal social networking sites in their own time i.e. breaks on their workstation PC's. However, if it is deemed by a manager that use of such sites is detrimental to a member of staff's work, access to such sites will be barred.

Foyle appreciates that, due to the nature of the business, there are certain roles which warrant the use of social networking sites for promotional and marketing purposes. Employees must be made aware that computer and internet usage is continuously monitored by Foyle's IT department to ensure that usage and content is appropriate. Foyle operates a zero tolerance on misuse and failure to adhere to this policy may lead to disciplinary action being invoked.

All staff members will receive training on E-safety during the induction process and can refer to the policy for any further queries or clarification required.

While Foyle International respects an individual's right to a private life, the Company must also ensure that confidentiality and its reputation are protected. Staff using social networking sites MUST remember the following:

- Do not post entries that are publicly accessible which contain negative references to the Company, its staff, business activities or products.
- Ensure they do not conduct themselves in a way that is detrimental to the organization.
- Take care not to allow their interaction on these websites to damage working relationships between members of staff and our clients.
- Do Not give specific reference or personal opinions on any Religious, Political, Sexual matter that would contradict Foyle's Equal opportunity and Discrimination Policies.
- Take care in your use of language- any obscenities or offensive language which directly impact on the company will be deemed liable for disciplinary action to be taken.
- Do not give your personal page details to current students. Requests to be friends should be avoided where possible however, once the student leaves, you are free to accept them as a friend however be cautious as to what they can view/ have access to.

## Internet Security

Staff should be aware that networking sites are a public forum, particularly if the individual is part of a 'network'. Staff should not assume that their entries on any site will remain private. Staff should never send abusive or defamatory messages.

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## Enforcement

Action will be taken against any user in breach of the above policy. Any action taken, following appropriate procedures, could potentially result in termination of contract.

## E-safety Policy

Please refer to our website for our comprehensive E-safety policy <http://foyle.eu/terms-conditions/>

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