

# Work Experience Student Code of Conduct

## Code for Use of Mobile Phones, Electronic Devices and Social Media



### Use of Mobile Phones and Electronic Devices

#### While on work experience students:

- are requested **not** to use their mobile phones or any electronic device during the working hours.
- must **not** take photographs or video clips of staff, clients, customers, visitors, or their place of work, without the consent of the person and placement provider.

### Use of Social Media

Social networking activities conducted online outside work, such as tweeting, blogging, involvement in social networking sites such as Facebook/Instagram, and posting material, images or comments on sites such as YouTube can have a negative effect on an individual's, organisation's reputation or image.

#### Therefore, students must not:

- post any comments, whether they are negative or positive, on any social networking site regarding any aspect of the organisation or company; including comments about staff, clients, customers or visitors.
- post any photos or video clips on any social networking site regarding any aspect of the organisation or company; including images of staff, clients, customers or visitors without the consent of the person and placement provider.

### Placements within a School and Education Setting or Working with Vulnerable People.

#### While on work experience students:

- may be required to place mobile phones, tablets, video cameras or any other electronic device with the school's reception office during the school day and whilst students remain on the school site.
- must not take photographs or video clips of staff, children or clients.
- must not post any photos or video clips on any social networking site regarding any aspect of the organisation or company; including images of staff, clients and children.
- must not post any comments, whether they are negative or positive, on any social networking site regarding any aspect of the organisation or company; including comments about staff, children and clients.

**Included within the work experience Approval and Consent form students will be asked to sign to verify they had read and agreed all the above, even after the work experience has finished.**

**For further clarification and information please call :**

**Gavin Stephens**

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