

Mobile phones, Social networking & media sites

Students are likely to be asked to turn their phone off when on placement unless it is required when travelling in employer vehicles for emergency purposes. Students will especially be expected to have phones off when undertaking placements within schools, nursery schools and care homes (as examples) as these placements will have strict confidentiality guidelines in place. Phone cameras and video recording facilities must not be used when on Work Experience especially where there are confidentiality issues as above.

For safety reasons it is recommended that no student should give their phone pin or phone number out to any person when on Work Experience. They should also consider withholding their number when calling or texting anyone from Work Experience if they are using their personal mobile and need to call an employer, for example to tell them they are going to be late to work.

With many people now using the various social networking sites such as Facebook, Twitter, My Space or Bebo, it is becoming increasingly easy to access many people online whether known to an individual or not. Some social media and networking sites have 'opt out' functions that are often directly connected to your privacy settings meaning that if specific pages and settings aren't looked at and 'opted out of' any person may have access to your private details, including the location of where you are signed in at any particular time.

Students should be aware that handing out social website or other sites' IDs to individuals from a Work Experience placement or accepting them as friends could be both inappropriate and dangerous, especially where the student doesn't know the person to whom they are providing this ID.

Students must also not make inappropriate use of such sites. This may include, but not be limited to, contacting adults or children from Work Experience or who they met through their Work Experience placement, contacting third parties where a name or other user ID has been passed to them while out on Work Experience, or posting information about an employer, the work, the school or teachers on social networking pages. This is inappropriate behaviour whether the specifics of postings were intended to be either helpful or informative or not.

Students should be aware that most workplaces have strict rules on how company computers may be used to access the internet. They may not use filters, as used in schools, but rely on strict compliance from staff. This would include students on placement.

If you have any concerns about your safety or well-being arising from use of digital communication while on Work Experience, please discuss this with your placement supervisor or contact the school.