Tips for supporting staff
wellbeing online

eSafety Toolkit for Schools
Creating safer online environments

This tip sheet provides suggestions to support staff wellbeing online — encouraging them to create and maintain a healthy relationship with technology. There are a number of steps schools can take to promote wellbeing for all staff members.

School policies and procedures

- Ensure school policies and procedures set clear expectations about what is considered acceptable communication for all members of the school community, both online and offline.

- Encourage staff to be familiar with school, education department or sector's social media policies, if applicable, and eSafety's social media guidelines.

- Set professional boundaries and expectations for social media use, including identifying appropriate interactions while maintaining professional relationships.

Encourage help-seeking and wellbeing

- Encourage staff to seek help that supports them to look after their digital wellbeing (e.g. Google's Digital Wellbeing website, iOS features, Beyond Blue's Staff Wellbeing resources).

- Respond promptly and seriously to all allegations of cyber abuse directed at staff by members of the school community.

- Promote eSafety's Cyber Abuse resource, which outlines skills and strategies for responding to cyber abuse.

- Provide clear lines of referral to employee assistance providers, union representatives, wellbeing representatives and external support agencies. Consider including this in a staff wellbeing plan (e.g. Head's Up strategies for healthy workplaces).

Set positive examples

- Help staff manage their workload and time spent online by encouraging them to establish set times to deal with their inbox.

- Encourage the use of the 'three Ds' rule: **delete, delegate, do** for email communication.

- Implement strategies to minimise work-related stressors, such as not sending emails outside of regular business hours.

- Encourage staff to maintain their privacy online. Refer to eSafety's tips on protecting personal information.

eSafety education

esafety.gov.au