

# 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.

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## 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.

