

# 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.

**Disclaimer:** This material is general in nature. It is made available on the understanding that the Commonwealth is not engaged in rendering professional advice. Before relying on the material in any matter, you should carefully evaluate its accuracy, currency, completeness and relevance for your purposes and should obtain any appropriate professional advice relevant to your particular circumstances. The Commonwealth does not guarantee, and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this resource or on any linked site. References to other organisations or websites are inserted for convenience and do not constitute endorsement.



### 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. For more advice, view eSafety's [Prepare 2 - Checklist for developing effective online safety policies and procedures](#).
- Encourage staff to become familiar with school, education department or sector's social media policies, if applicable, and eSafety's [Prepare 4 - social media guidelines](#).
- Set professional boundaries and expectations for social media use, including identifying appropriate interactions while maintaining professional relationships. For more information, view eSafety's [Educate 6 - Tips for staff using social media](#).



### 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.

