

STAFF DIGITAL COMMUNICATIONS POLICY

Purpose

It is recognised that most employees may use or interact with digital media at work and in a personal context. There is great potential for the use of digital media in school communities in terms of educational outcomes and as a means of communication.

To put the policy into context,-

However, employees also need to understand the expectations of Damascus College when using digital media in a professional and personal capacity as there are also workplace risks that must be appropriately managed.

The following are some of the major risks associated with the use of digital media:

- reputational damage to Damascus College, associated organisations and people;
- disclosure of confidential information and breach of privacy laws;
- posting of offensive, bullying, harassing, and discriminatory material;
- misuse of intellectual property and breach of copyright laws; and
- for teachers, breaching the *Victorian Teaching Profession Code of Conduct* issued by the Victorian Institute of Teaching.

Scope

This policy applies to all staff of the College.

Definitions

Digital media is any form of electronic communication.

Staff means any permanent or temporary employee of the College, contractors, volunteers or anyone undertaking a work placement at the College.

Policy Statement

It is the policy of Damascus College that:

Staff members of Damascus College must recognise;

- online behaviour should at all times demonstrate respect for the dignity of each person;
- there is a need to behave in a manner consistent with the Catholic beliefs and ethos of the College and professional expectations and standards when using a public forum in digital media as those communications can reflect on their role at the College;
- their responsibility to serve as a positive role model for students and as a representative of the College is a critical aspect of their employment; and
- digital media activities may be visible to anyone.

Consequences

Damascus College will provide education to staff members regarding their professional responsibilities with the usage of digital media.

Damascus College will develop procedures for the appropriate professional use of digital media.



Responsibilities

The Principal and Leadership Team have the responsibility for the implementation and compliance of this policy.

Associated Documents

Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching
Behaviour Management Policy
Bullying Policy (Staff)
Concerns and Complaints Policy
Digital
Information Technology Policy
Privacy Policy
Student Behaviour Policy