Guidance on Use of Technology

We recognise the development of digital world across the globe. The digital world allows us to engage in data sharing, networking, collaboration, skills, knowledge, capacities development and life-long learning. Devices and software programmes used in professional contexts are constantly renewed to be more efficient and to facilitate work. These growing changes leads to demands for increasing usage of digital information and communication technology (ICT) at work and beyond.

Internet and digital media have become an integral part of our lives. It is in constant use, and therefore makes more of our life public and in touch with the world. While acknowledging all positive contributions to our life. We need to address appropriate use of these powerful tools such as computers, tables, smartphones and etc, that enhance learning, communication, social experiences, management and being well-connected with safety.

"Digital world demands for a digital competency."

We have a responsibility to acquire competencies to adapt to the constantly increasing demands of the fast-changing digital world of our work environment and social life. In doing so this may help prevent children, adults at risk and us from online abuse, cyber bulling, grooming, harassment, exploitation or emotional abuse etc.

Children/Adults at risk (or anyone) may be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of an abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children/adults at risk to take part in sexual activity online).

How can we assist to prevent this type of abuse?

- We inform children/adults at risk about the dangers and how to protect themselves.
- We accompany children/adults at risk in the digital world whilst helping them to feel safe and protected from harm therefore reducing the likelihood of accessing inappropriate content.
- We promote positive relationships and behaviour in a digital context.
- No photographs or names of children/adults will be used in public materials without the informed consent of the child, of the child's parents/ guardians and any adult person.
- Ensure that parental/guardian/carer's written permission or consent is given to use any photographs and names of children/ adults even within the program.

- No personnel are ever to provide personal details about children/adults at risk outside of the program including on a website or social networking group.

- No personnel are to use Society equipment (or their own equipment, whether within or outside the parish/project) to access materials considered to be pornographic, sexually explicit, and/or inappropriate in the portrayal of children/ adults.

- Personnel should never share personal social media accounts with children/adults at risk of the program.

- If personnel have a concern about the way a child or adult at risk is attempting to communicate with them, report it immediately to safeguarding person

- If you need to email or communicate with children or adults at risk, always copy the message to another responsible person in your program.