

GUIDE TO APPROPRIATE USE OF MOBILE ELECTRONIC DEVICES AND SOCIAL MEDIA IN DWEP

1. This Guide provides information for the PCA and Authorised Personnel on the appropriate use of social media in the DWEP context. It should be read in conjunction with Section 2, Chapter 3.
2. As part of the induction for a DWEP placement, participants must be made aware of the expectations on the use of their electronic devices and social media. Participants should be reminded of their undertakings in the Code of Conduct, along with the rules regarding photography/video on base.
3. **Appropriate Use Of Social Media.** There may be times during a DWEP activity where the use of mobile electronic devices to access social media is appropriate and/or enhances the experience and knowledge of participants. These include, but are not limited to, occasions where participants:
 - a. are receiving a presentation by Defence Force Recruiting (DFR) and are encouraged to visit DFR social media pages
 - b. express an interest in being able to look up the unit/brigade on social media and there is an official, public page available
 - c. are permitted free time (usually on an overnight placement) and have sought permission to use a personal electronic device, which may include accessing social media
 - d. are given permission to take a photo and post that photo on social media as part of the work experience placement (see Section 2, Chapter 3, paragraph 2.3.7).
4. The following scenarios illustrate typical situations which may arise in DWEP and provide appropriate youth safe responses.

Case Study 1: Group Photography

A group of participants is attending a DWEP placement at a RAAF Base. They wish to take a photograph of their group with Defence personnel outside the base, in front of a C-130E Hercules tail. They would like to post the photograph on their social media pages. This is considered **acceptable** use of social media, as the C-130E Hercules is a frequently photographed location, accessible to the public. Therefore, DWEP participants are able to take a photograph and post it to their social media page.

How should you manage this situation and provide guidance on appropriate use of social media?

- Ensure all participants are happy for individuals to post the photograph on their personal social media pages. Remind participants that 'tagging' each other on social media must only be done with permission.
- Request participants remove name tags, for privacy.
- If the Defence personnel are ADF members, identification must be removed

Case Study 1: Group Photography

prior to the photograph being taken.

- Take the opportunity to remind students about appropriate use of social media when posting their experiences on the placement.

Case Study 2: Photographs on Base

SPECIAL NOTE: Rules about photo-taking vary between bases, so this case study may not apply to all bases. Be sure to check and apply the regulations/base instructions that apply to your base.

A group of participants is attending a DWEP placement at an Army Barracks. They have been given an appropriate induction, including being made aware of expectations for the use of personal devices and social media, the Code of Conduct and rules regarding media on base. During a static vehicle display, participants are invited to sit in the vehicles, but are reminded to not take photos.

As you are beginning to gather the group to leave, you notice a participant has their phone out and appears to be posting a selfie of themselves inside one of the vehicles on their social media.

This is considered **inappropriate** use of social media, as participants had been advised as part of their induction they were not permitted to take photos.

How should you manage this situation and provide guidance on appropriate use of social media?

- Intervene and ask the participant to delete the post and the photograph from their device
- Remind the participant of the Code of Conduct and the rules regarding photography/ video on base
- Inform the PCA immediately. The RWEM, the participant's Educational Institution and/or parents may also need to be contacted
- If required, follow internal reporting procedures, including informing the OAA.

Case Study 3: Overnight Placements

A group of participants is attending an overnight placement at a Defence Establishment and the students have an hour of free time after dinner before their scheduled evening activity.

The students ask permission to spend their free time on their phones, checking their various social media accounts.

This is considered **acceptable** use of social media, as students have free time and have sought permission.

How should you manage this situation and provide guidance on appropriate use of social media?

- Refer to the placement induction and remind students of the Code of Conduct and rules regarding social media and photography/video on base

Case Study 3: Overnight Placements

- Remind students of what is appropriate to post on social media about their experiences whilst on the placement
- Reinforce the time of the scheduled evening activity and the expectation of their attendance.

Case Study 4: Social Media Relationships

During a placement, a participant requests to add different members of the group to their private social media page to keep in touch, as they have expressed interest in applying to the ADF at the same time.

The participant asks you for your contact details and a link to your private social media account so that they can keep in touch and seek assistance with their application to the ADF.

This is considered an **inappropriate** use of social media, as interactions with youth are for the sole purpose of conducting authorised DWEP activities and achieving approved training outcomes.

How should you manage this situation and provide guidance on appropriate use of social media?

- Advise the participant of the appropriate avenues for seeking help with their ADF application, such as DFR, through their RWEM or by emailing defence.workexperienceprogram@defence.gov.au.
- Advise RWEM of the incident.
- Follow any internal reporting/notification procedures, including notifying the OAA.