

Staff Technology and Social Media Usage Policy Example

At a minimum, the sections in red need to be updated. It's the responsibility of the Organization to edit this document as necessary. Protect Young Eyes, LLC accepts no liability in connection with the use and distribution of this template.

General

[Insert Organization] makes a variety of information systems available to employees to assist with the functions of the church/school. This includes personal computers, hardware, software, internal networks, e-mail, voice mail, online and interactive services such as the Internet, and other electronic data and communication systems. The purpose of this policy is to ensure proper use of the systems by [Insert Organization] employees and other users.

Employees must remember that the purpose of the technology is to further the [Insert Organization] mission. The systems should not be used for any outside or personal business ventures, outside organizations, for political causes, or for any other non-job-related solicitations. Questions about the appropriate use of [Insert Organization] equipment should be directed to the Pastor or Technology Coordinator.

Occasional, limited, appropriate personal use of the computers is permitted when the use does not:

- interfere with the user's work performance;
- interfere with any other user's work performance;
- interfere with the educational efforts of the school;
- have undue impact on the operation of the systems;
- violate any other provisions of these guidelines or any other guidelines or standard of the school.

Privacy Statement

[Insert Organization] monitors and records computer usage, including Internet site visits, chat sessions, e-mail messages, and file transfers. [Insert Organization] reserves the right to inspect any data from its computers to ensure compliance with this policy.

E-Mail and Internet Usage

Every communication the employees of the church/school have with the public or with other employees should be of the highest possible quality and reflect our spiritual values. Consequently, employees are expected to pay close attention to any e-mail messages sent internally or externally. E-mail messages sent externally should receive the same attention to detail as does hard copy, and employees should take measures to ensure that the information contained in e-mail messages and other transmissions is

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accurate, appropriate, ethical, and lawful.

Social Networking

- Staff members may never create or maintain social networking sites or other electronic publications about [Insert Organization] or about any [Insert Organization] staff without the prior written approval of the Technology Coordinator or Pastor. Staff members may not discuss [Insert Organization], its staff, or issues related to the church/school on such sites under any circumstances.
- [This entire paragraph should be edited for your situation] When communicating with youth via social media, team members must adhere to [Insert Organization's] separate Staff and Volunteer Youth Communication Policy. Additionally, employees and volunteers serving in the children and youth ministries must keep their professional image in mind at all times. Online conduct, comments, behavior, etc. affects this image. Example church/school prohibits staff members and volunteers from accepting invitations to "friend" youth group members within personal networking sites. Social contact outside the [Insert Organization's] youth page may create serious risks for staff and negatively alter the dynamic between a youth leader and a student.
- Social media postings should never disclose sensitive or confidential information, unless written consent to share said information is obtained from the individual it concerns. This includes but is not limited to personal and/or medical information.
- Please refrain from posting photos of individuals or identifying those individuals on [Insert Organization's] social media pages without their written consent prior to posting. Written consent can be submitted via email or text. The members of the social media team are responsible for disabling the "tagging" feature of photos posted on the [Insert Organization's] page. If the photos reference a location, that information must be deleted as well.
- If any posted material concerning [Insert Organization] seems to be illegal (e.g. child or elder abuse, etc.) team members should contact church/school leadership and the appropriate authorities immediately.
- Team members and employees are solely responsible for the content they publish online, including content from their own social media pages. It must be absolutely clear that all views/posts do not reflect [Insert Organization], but are reflective of themselves.

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- As a team member of **[Insert Organization]**, remember that your online presence and posts can have the potential to affect the ministry of **[Insert Organization]**. For this reason, it is imperative that you conduct your online interactions in accordance with the **Employee/Volunteer Handbook**, **[Insert Organization] Statement of Faith** and with the **Code of Conduct**. If you have any questions in this area, inquire with the leadership team for clarity.
- When in doubt, be positive! Whether someone has posted something mean, rude or distasteful, take the high road at all times.
- In the event of a crisis, contact **church/school** leadership prior to responding to any posting or comments relating to the crisis.
- Team members who misuse the **[Insert Organization]** social media resources in ways that violate the law or other ministry policies are subject to immediate disciplinary action and/or dismissal

Public Relations Guidelines

- **Church/school** communications may not be used for partisan political messages or paid advertising.
- **[Insert Organization]** may designate one or two main employees to facilitate all external communication channels on behalf of the **church/school**. Only authorized employees such as the **[insert staff roles]** may coordinate communications with members of the media on behalf of **[Insert Organization]**.
- Any external communication from the **[Insert Organization]** office regarding serious/unexpected incidents must be approved by **church/school** leadership and follow **[Insert Organization's]** guidelines.
- Always use **[Insert Organization]** official name and logo. These branding items must be approved prior to official use.

Password Protection

Employees are expected to respect password protected information, and not gain access or attempt to gain access to information protected in this way. Sharing passwords or using others' passwords is not acceptable and will not be tolerated. Employees are also expected to use passwords which are difficult for an intruder to identify.

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Unauthorized Use

Employees may never connect personal equipment to the [Insert Organization] network without approval from the Technology Coordinator. This includes laptops, smartphones, and desktop computers. In addition, no one may connect a wireless access point to the [Insert Organization's] network without proper authorization.

I have read and will adhere to the guidelines outlined above.

Printed Name: _____

Signature: _____

Date: _____

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