



## Keeping Kids Safe

# Electronic Communication and Social Media Code of Conduct

Electronic Communication and social media present the potential for inappropriate behavior, increased access to vulnerable individuals, and privacy violations. Employees, volunteers, and children participating in the church's programs, events, and activities shall adhere to the following Electronic Communication Social Media Code of Conduct:

1. Do not engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
3. Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
4. Only program-related messaging may be communicated electronically between employees and volunteers of the organization and consumers, and parents/guardians. Such communication should generally occur during standard business hours and using approved emails or communication platforms.
5. Employees and volunteers are prohibited from sending private messages to children and/or replying to private messages from children.
6. Personal social networking profiles and/or blogs of employees and volunteers shall be private and not shared with children. Employees and volunteers with profiles on social networking sites shall not request to be "friends" with or follow children or approve friend or follow requests from children.
7. Never reveal sensitive or confidential information, including identifiable details or photos of a child without written consent from their parent/guardian.
8. Employees and volunteers may not post or share on their personal social media accounts any photographs or videos of children participating in the organization's programs.
9. Employees and volunteers may not post or share inappropriate photos or comments on photos of children.
10. Do not make pornography in any form available to children participating in the church's programs, events, and activities or assist children in any way in gaining access to pornography.

11. Employees and volunteers may not create web pages on behalf of the church unless they have prior approval to do so and may not misrepresent their work with the church or the church itself.

12. Employees and volunteers engaging in social media and online communication become a public figure associated with the church and are responsible to help protect the church and its congregation. Always act in a professional and constructive manner and use sound judgement before posting or sharing content.

13. Rather than personally defend the church's reputation, employees and volunteers should notify their direct supervisor, Lead Pastor, or Congregation Council President of a negative comment or online representation or if any member of the media contacts them about any matter related to the church.

14. Children and parents may request in writing that a child not be contacted through any form of electronic communication or social media by an employee or volunteer of the church.

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## **Acknowledgment of Electronic Communication and Social Media Code of Conduct**

I have received a copy, read, and voluntarily agree to comply with this church's Electronic Communication and Social Media Code of Conduct. I understand that failure to comply with these policies may result in my removal as an employee or volunteer from this church.

Signature of employee or volunteer \_\_\_\_\_

Signature of Staff member \_\_\_\_\_

Printed name of staff member \_\_\_\_\_