



Social Networking Policy

Updated 12/6/11

Overall

Families entrust their children to Camp _____ care. Our promise to these families is that we will provide a safe environment for all participants. Our mission charges us to _____.

Camp _____ Code of Conduct for Employees' Online Presence:

As a Camp _____ employee, it is every staff member's responsibility to deliver on our mission. This includes all dealings with the community; inside and outside the workplace, both on and off duty. It is the responsibility of all employees to avoid any inappropriate speech or behavior in the presence of our community members at all times. At all times extends on everything from your voicemail at work to any online profile (e.g. Facebook, Twitter, YouTube, Tumblr, etc).

Content:

Employees are responsible for the content of all text, audio or images that are placed or sent over the Internet. This includes but is not limited to fraudulent, abusive, profane, harassing or obscene messages or derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual orientation. This content will put you at risk for everything up to and including termination. Any reference to Camp _____ must include a disclaimer stating that the views expressed are yours alone and that they do not necessarily reflect the views of the Camp _____.

Limiting your risk:

If you choose to have an online profile, please be aware that you are putting yourself at risk. Whenever possible, Camp _____ recommends making your online accounts or profiles to private. The less that you put online is the less you can be held accountable for. Overall, you are solely responsible for any legal liability arising from or relating to the content you've put online.

"Friending" people:

Camp _____ is constantly doing their best to protect the identities of their participants and staff. Camp _____ recommends that no employee initiates contact with program participants. If a participant is under the age of 18 and is not a staff member, Camp _____ prohibits employees from "friending", "following", "liking" or having a private association with them. The only exception can be made with the participant's parental/guardian consent. Supervisors reserve the right to question employees about their online relations with program participants. Online relationships put you at risk for everything up to and including termination.

Using Camp _____ Image/Name:

The use of photos, logos or images of the Camp _____ or its programs is prohibited. If you use the Camp _____'s name (including names of camps or other programs) in any such communication, you should be especially careful to support and certainly not harm or ridicule the Camp _____'s image or mission and it must be approved by the Director prior to posting. All online profiles, groups, or posts made on behalf of any aspect of Camp _____ must be approved by the Director.

To Recap

The Camp _____ does not intend to interfere with any employee's private life, but publicly observable communications, actions or words are not private. All Camp _____ staff must use good judgment and discretion. If you want your use of technology to be private, do not allow it to be seen in the electronic public forum. If you or your words are public, make sure they are not contradicting with your role at the Camp _____ and they are reflective of the mission and values of our association.