

CAMP SETON SOCIAL NETWORKING POLICY

Camp Seton Code of Conduct for Employees' Online Presence:

As a Camp Seton 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 to any online profile (e.g. Facebook, Twitter, Instagram, 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.

Limiting your risk:

If you choose to have an online profile, please be aware that you are putting yourself at risk. Whenever possible, Camp Seton 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 Seton is constantly doing their best to protect the identities of their participants and staff. Camp Seton 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 Seton 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 Seton, Greenwich Council, BSA Image/Name:

The use of photos, logos or images of the Camp Seton or its programs is prohibited. If you use the Camp Seton'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 Camp Seton'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 Seton must be approved by the Director. (ie. #campseton, Camp Seton FaceBook wall)

To Recap

Camp Seton does not intend to interfere with any employee's private life, but publicly observable communications, actions or words are not private. All Camp Seton 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 Seton and they are reflective of the mission and values of our association.

I have carefully read, fully understand and agree to Camp Seton's Social Media Policy

SIGNATURE OF STAFF MEMBER _____ **Date:** _____

We consent to the above conditions.

PARENT OF GUARDIAN (IF UNDER 18 YRS) _____ **Date:** _____