



# **WEST SUBURBAN YMCA**

## **Electronic Communication & Social Media Policy**

Staff, volunteers, and youth participating in the West Suburban YMCA's programs, events, and activities shall adhere to the following Electronic Communication & Social Media Code of Conduct:

1. Be a positive role model by exhibiting professionalism in all electronic and social media interactions, portraying our core values of caring, honesty, respect and responsibility.
2. 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.
3. Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
4. Only program-related messaging may be communicated electronically between staff and volunteers of the organization and youth, and parents/guardians. Such communication should generally occur during appropriate hours.
5. Staff and volunteers are prohibited from sending private messages to youth and/or replying to private messages from a youth. If a youth attempts to privately communicate with a staff or volunteer electronically, their supervisor must be notified immediately.

### **CHILD ABUSE PREVENTION & REPORTING POLICY**

6. Personal social networking profiles and/or blogs of staff and volunteers shall be private and not shared with youth. Staff and volunteers with profiles on social networking sites shall not request to be “friends” with; follow youth; approve friend; or follow requests from youth.
7. Staff and volunteers may not engage in electronic communication or social media contact with other family members or friends of youth under the age of 18.
8. Never reveal personal or confidential information, including identifiable details or photos of a youth without written consent from their parent/guardian.
9. Staff and volunteers may not post or share on their personal social media accounts any photographs or videos of youth participating in the organization’s programs.
10. Staff and volunteers may not post or share inappropriate photos or comments on photos of youth.
11. Do not make pornography in any form available to youth participating in the organization’s programs, events, and activities or assist youth in any way in gaining access to pornography.
12. Staff and volunteers may not create web pages on behalf of the organization unless they have prior approval to do so and may not misrepresent their work with the organization or the organization itself.
13. Staff and volunteers engaging in social media and online communication are responsible to help protect the organization and its youth. Always act in a professional and constructive manner and use sound judgment before posting or sharing content.
14. Staff and volunteers should notify their supervisor or an administrator of a negative comment or online representation or if any member of the media contacts them about any matter related to the organization.
15. This Code of Conduct is available on the organization’s website for public view.
16. Youth and parents/guardians may request in writing that a youth not be contacted through any form of electronic communication or social media by a staff or volunteer of the organization.