



Member Guidelines

Due to the wealth of new social media tools available to members, member products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines members the Salvation Army Boys & Girls Clubs and Community Centers should adhere to when using the internet in the Club/ Center.

Social Media Guidelines for Members

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital fingerprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
5. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
6. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
7. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your Club/Center Leader right away.
10. Members who do not abide by these terms and conditions may lose their opportunity to take part in the TEEN Zone access and future use of online tools.

Parent Social Media Guidelines

Club/Center blogs and other social media are powerful tools that open up communication between members, parents, The Salvation Army. This kind of communication and collaboration can have a huge impact on learning. The Salvation Army encourages parents to view and participate by adding comments to Club projects when appropriate.

Parents are required to adhere to the following guidelines:

1. Parents should expect communication from Club/Center Employees prior to their child's involvement in any online social media applications, i.e., blogs, wikis, podcast, etc.
2. Parents will need to sign a release form for members when teachers set up social media activities for classroom use. (**Social Media Guidelines Parent Permission Form for Student Participation.**)
3. Parents will not attempt to destroy or harm any information online.
4. Parents will not use Club/Center social media sites for any illegal activity, including violation of data privacy laws.
5. Parents are highly encouraged to read and/or participate in social media projects.
6. Parents should not distribute any information that might be deemed personal about other members participating in the social media project.
7. Parents should not upload or include any information that does not also meet The Salvation Army Code of Conduct.