

Policies and Code of Conduct for Use of Social Media and Other Electronic Communication with Minors

A. INTRODUCTION AND RATIONALE

The Salvation Army values the power of social media and other forms of Electronic Communication to spread the gospel, facilitate the provision of services, encourage holy living, and promote the community-building activities of its members and supporters.

The Salvation Army is also concerned with the safety of Minors in the constantly changing technological landscape, which presents both great opportunities and serious risks to Minors and the officers, cadets, employees, volunteers and others who work with and serve Minors through Army programs, events and functions.

The following Policies, together with all other applicable laws, regulations, and Army policies, apply to all Electronic Communications by Salvation Army Personnel through Electronic Resources. Failure to comply with any of the provisions of these guidelines is grounds for discipline, up to and including the termination of employment or dismissal, as the case may be.

For purposes of this Policy:

- A "Minor" is a person under the age of 18 years of age whom Salvation Army Personnel contact in their capacity as Salvation Army Personnel, except that the Policies and Code of Conduct below shall not apply to a Minor that is related to that member of Salvation Army Personnel;
- "Electronic Communications" includes all communication utilizing an electronic device (e.g., phones, computers, tablets or any similar devices);
- "Electronic Resources" includes the following: (a) all servers, information systems, back-up media, desktop and laptop computers, mobile devices (e.g., smartphones and tablets), Internet access, intranet, telephones, voice mail, fax machines and scanners and other electronic storage and communications devices and systems that are owned, leased or paid for by The Salvation Army; (b) all Electronic Communications sent or received using The Salvation Army's Electronic Resources; and (c) all activities using any third-party communications service, such as cell phone, text messaging, or instant messaging services, for which The Salvation Army is the subscriber or for which The Salvation Army pays directly or indirectly through reimbursement to an employee.
- "Salvation Army Personnel" includes officers, cadets, employees, volunteers, trainees, and other persons that work with or serve Minors through Army programs, events, and functions.

B. POLICIES AND CODE OF CONDUCT FOR SALVATION ARMY PERSONNEL

1. All Salvation Army Personnel must acknowledge receiving, reading and understanding the requirements of this Policy before they are permitted to work with Minors in Army programs, events or functions.
2. Unless the Secretary for Personnel or his or her designee approves an exception, Electronic Communications with Minors should only be carried out through an official Salvation Army social media presence, such as an organizational social networking account, an official Facebook page, or through a Salvation Army email address. Any Salvation Army social networking account used by Salvation Army Personnel to communicate with Minors must be approved by, and is subject to monitoring by, The Salvation Army.
3. Salvation Army Personnel may not conduct Electronic Communications with Minors via (SMS) text messages or other similar form of electronic messaging or communication. In the event of a report or concern that communications prohibited by these Guidelines or Code of Ethics has occurred, the individual whose signature appears below consents to giving The Salvation Army to access to his or her electronic device(s) and related records for the purpose of determining whether a prohibited communication has occurred.
4. Local units may set up organizational accounts on social network sites that participants may join for news and updates on program-related information and activities. Corps officers and other program leaders must be given the necessary user names, passwords, and permission to access and administer such accounts and will have the ability to monitor the accounts at any time. Salvation Army Personnel will comply with the National Minute entitled "Internet Blogging/Podcasts and Web Communities" (as it may be amended or superseded) with respect to all such accounts.
5. The Salvation Army is committed to maintaining transparency and monitoring appropriate content of all Electronic Communication. Electronic messaging should primarily be utilized to communicate with youth about specific program-related information. All ministry communications, (i.e. prayer requests) between Salvation Army personnel and Minors are subject to monitoring by authorized Salvation Army representatives.
6. Prior to any Electronic Communication with a Minor, the parent or guardian of the Minor must give written consent to any such Electronic Communication which should include a description of the nature and purpose of the Electronic Communication. The parent(s) or guardian(s) of the Minor program participants must be invited to participate in social media groups or pages.
7. Personal identifiable information, photos or videos of Minors will not be included in Salvation Army social media groups or pages unless prior written permission is given by the Minor's parent or legal guardian. Only first (given) names of Minors should be used to identify Minors in photos or videos.
8. Electronic messages must not be unlawful, obscene, discriminatory, or intended to threaten, intimidate, abuse, harass, or bully another person. Discriminatory messages include any words or images that contain sexual implications; racial slurs; or

negative comments regarding age, gender, sexual orientation, religious or political beliefs, national origin or disability, or any other protected characteristic. The Salvation Army will not tolerate, and reserves the right to remove, any harmful, derogatory, defamatory, obscene or otherwise potentially embarrassing content from Salvation Army organizational accounts, and to block any individual from access to a website or social networking group from Salvation Army Electronic Resources in its sole discretion.

9. Salvation Army Personnel must not intentionally exchange, transmit, solicit, or receive and retain any sexually explicit material in writing, images, video, audio, or any other form on Salvation Army Electronic Resources or on an official Salvation Army social media presence. Any Salvation Army Personnel who inadvertently receives such sexually explicit material must follow the steps prescribed in the "Responding and Reporting" section below. Salvation Army Personnel must not transmit any sexually explicit material to a minor, regardless of whether the material is transmitted from Salvation Army Electronic Resources or an official Salvation Army social media presence. Moreover, such a transmission may violate federal and state criminal laws. The transmission of any sexually explicit material to a minor is also considered child sexual abuse within the meaning of The Salvation Army's National Policy Statement on Sexual Abuse of Children. Any sexually explicit image of a minor is child pornography and subject to applicable child pornography production, possession and distribution laws.

10. Upon the termination by Salvation Army Personnel of their relationship with The Salvation Army, no further Electronic Communication may be made with a Minor in the name of The Salvation Army.

C. TRAINING OF SALVATION ARMY PERSONNEL

Prior to working with Minors, Salvation Army Personnel should be trained with respect to the Policies and Code of Conduct in accordance with the minimum training requirements established by the Protecting the Mission department. Retraining should be performed when substantive changes to the policy have been made or as the local unit deems appropriate or necessary.

D. EDUCATION OF MINORS

1. Minors involved in Army programs should be made aware of applicable Policies and other safeguards and requirements before being allowed to use Salvation Army computers or participate in Electronic Communications with Salvation Army Personnel.

2. Minors should be told that any sexually explicit image of Minors is considered child pornography, even if the minor created the images him or herself, and that, any persons in possession of these images, including the minor himself or herself, may be subject to child pornography production, possession and distribution laws.

3. Minors should be told Electronic Communications are not confidential, and that use of Salvation Army computers is monitored.

4. It is the responsibility of Salvation Army Personnel to build transparency and accountability into all of their interactions with Minors. Salvation Army Personnel will inform Minors that Electronic Communications may be monitored by authorized Salvation Army Personnel.

E. INTERNET SAFETY RESOURCES

1. For Parents, Children and Educators: netsmartskids.org (Safe Internet Usage: National Center for Missing and Exploited Children)
2. Internetsafety101.org (Enough is Enough organization)

F. RESPONDING AND REPORTING

Knowingly sending, soliciting, or receiving and retaining any sexual image of a minor or sending any sexually explicit images or words to a person under 16 year of age is a crime under Federal law.

Salvation Army Personnel who discover that sexual images are being transmitted between or to Minors must immediately report this to Salvation Army leadership and to the appropriate governmental or law enforcement agency as may be required by law.

Any Salvation Army Personnel receiving any sexual image of a minor on a computer, cell phone, hand-held device, or other electronic means owned or provided by The Salvation Army should take the following steps immediately:

1. Close the image (Do not delete, forward or show to anyone else).
2. Contact your Salvation Army leadership and report what happened.
3. Contact your local law enforcement and make a report about what happened.
4. Understand you may need to surrender the computer, cell phone or hand-held device to law enforcement.

Acknowledgment

I acknowledge that I have received a copy of the *Policies and Code of Conduct for Use of Social Media and Other Electronic Communication with Minors*, which I have read and understand. I further understand I am required to comply with all of the duties and obligations, set forth in the Policies and Code of Conduct (as it may be amended or superseded) as they relate to Electronic Communications with Minors.

Signature: _____

Date: _____

Print Name: _____

Position: _____

Corps/Unit: _____