

Sample Electronic Communications Policy

Option 1 - Electronic Communications Prohibited

The following guidelines are for organizations that prohibit electronic communications between staff and youth.

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Communication through social networking sites (like Facebook, Twitter, etc.). • Sending and replying to text messages from youth. • Sending and replying to emails from youth. • Sending and replying to instant messages from youth.

Option 2 - Electronic Communication Guidelines

The following guidelines are for organizations that allow electronic communication between staff and youth. Staff and youth must sign a Social Networking Code of Conduct. Parents, guardians, and youth should also be provided with information about how to respond to inappropriate communication for staff.

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"> • Sending and replying to text messages from children ONLY when copying in a supervisor or the youth's parent. • Communicating through "group pages" on Facebook or other designated public forums. • "Private" profiles for staff and volunteers which youths cannot access. 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments. • Sexually oriented conversations. • Private messages between staff and children. • Posting inappropriate comments on pictures.