

Employee Policies Regarding Internet Communication

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We know that the Internet, when used wisely, provides many safe and positive ways to stay in touch with your friends from camp. We view Internet venues as your right to self-expression and generally have a favorable regard for them. What you do privately, on your own time, is your business. **Once you identify yourself as a camp employee** in a social networking profile, website, group page or weblog, however; **or use the camp name, logo or any official camp photograph or text**, everything and anything that you post or say in that medium can then be seen as a reflection of camp. That is why we require you, as a condition of employment at camp, to observe the guidelines below. We established these guidelines to assure that camp remains an emotionally and physically safe environment for all staff, employees, campers and families.

- 1) As a camp employee, before I...
 - a. use the camp name or official camp logo or camp photograph;
 - b. add a link from my group page, profile or other site to the official camp website;
 - c. include text or photographs that are the property of camp;
 - d. include photographs of campers or other staff members;
 - e. or create a camp "group page" with the above items......I must request and receive *prior written approval* from the camp.
- 2) As a camp employee I agree to be respectful of the camp, its program, the campers and its employees in all communications in my e-mails, IMs, profile, blog or other Internet sites. As such, I agree to the following:
 - a. I will not use obscenities, profanity or vulgar language.
 - b. I will not engage in harassment or intimidation.
 - c. I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation or disability.
 - d. I will not use sexually explicit, suggestive, humiliating or demeaning comments.
 - e. I will not post photographs that compromises anyone's privacy or that is used to demean, humiliate or otherwise embarrass anyone.
- 3) As a camp employee I agree not to use a social networking profile, group page, weblog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment or intimidation.
- 4) I recognize and accept the camp's policy on out-of-camp contact with campers, which is that the camp discourages such contact. Furthermore, I may not share any contact information (including, but not limited to cell phone number, e-mail address, AIM, weblog address or social networking site) with a camper unless the parents are fully aware of this exchange, give expressed written permission for such contact, and take full responsibility for it. I understand that the camp takes no responsibility for securing this permission.
- 5) Once I identify myself as a staff member at camp, which is to say as an employee of the camp, the general public may see me as an ambassador or spokesperson of camp. I therefore understand that is a condition of employment that I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment.

I have read and understand the above guidelines and agree to their terms.

Staff Signature

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Printed Name

Date