



Notre Dame AmeriCorps Social Media Policy

Notre Dame Mission Volunteers and Notre Dame AmeriCorps maintain active Facebook, Twitter, Youtube, Instagram, and Snapchat accounts for the purposes of maintaining program visibility within the communities we serve, connecting with our members and alumni, and recruiting new members. These accounts are managed by the Social Networking Coordinator.

If you participate in social media (Facebook, Twitter, Youtube, Tumblr or ANY other online social networking site) as a **NDA member**, you must abide by the following policy:

- NDA member standards of conduct and rules of behavior apply to your online conduct as well as your offline behavior, thus be sure that all content associated with you as a NDA member is consistent with NDA's professional standards.
- Do not post anything that is even tangentially associated with the Prohibited Activities as proscribed by the Corporation for National and Community Service that are listed in your contract.
- It is your responsibility to represent NDA in a professional manner.
- Post meaningful, respectful comments. Avoid spam and remarks that are off-topic or offensive.
- Do not post anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity. Make sure to respect others' privacy.
- Do not post pictures of people under the age of 18 without a parent release form completed and in the hands of your Site Director, as well as express permission from the Social Networking Coordinator.

It is also helpful to remember as a **NDA member** you should:

- Always pause and think before posting.
- Realize that NDA's relationships with placement sites, funders, potential members and local communities are valuable assets that can be damaged through a thoughtless comment/post. Web interaction can result in members of the public forming opinions about NDA and its members, employees and partners.
- Remember your online presence reflects NDA. Thus you should be aware that your actions captured via images, posts, or comments also reflect on NDA.
- Understand that all e-communications on our social networking sites are subject to monitoring by NDA staff.
- Know that violation of this policy can result in disciplinary action as explained in your contract.

Signature: _____ Date: _____