



## Archdiocese of Cincinnati Social Media Policy (Rev 5-2017)

### I. PURPOSE

The Archdiocese of Cincinnati and its Affiliates with accountability to the Archbishop of Cincinnati (including all parishes, schools, agencies, and institutions) recognize that in today's environment, ministry personnel use social media and other networking technologies to conduct ministry. The Archdiocese encourages administrators, pastors and principals to support the use of social media by ministry personnel as needed to accomplish ministry in today's world. The Archdiocese also recognizes its obligation to teach and ensure responsible and safe use of these technologies. The following policies are designed to help ensure use of these technologies that are safe, responsible and reflective of the philosophy and teaching of the Roman Catholic Church. This policy addresses the use of publicly available social media networks. In addition, employees and volunteers must avoid posting any information or engaging in communications that violate state, federal or Archdiocesan laws and policies.

Every year commencing with the effective date of this document, the Archdiocese of Cincinnati will evaluate the document and its implementation and offer to the Archbishop recommendations for improving this document and its implementation.

### II. DEFINITIONS

- **Adult:** An individual who is eighteen years of age or older (see exceptions under definition of "child").
- **Affiliate:** Any entity that is subject to the administrative authority of the Archbishop of Cincinnati under canon law.
- **Archdiocesan/School Personnel:** Any volunteer, employee, religious, or cleric of the Archdiocese, including school and parish personnel, and those whose work may not be considered as ministry.
  - **Ministry Personnel:** Any volunteer, employee, religious, or cleric who conducts ministry within the Archdiocese.
- **Archdiocese of Cincinnati:** The Roman Catholic Archdiocese of Cincinnati, including all parishes, schools, agencies, and institutions with accountability to the Archbishop of Cincinnati.
- **Child:** An individual who has *not* yet reached the age of 18, or who is 18 or 19 years of age and enrolled in high school, or a person of any age who is substantially impaired by a physical, mental, or cognitive disability.

- **Ministry website account/application:** An internet website account/application, blog or social media profile created by employees, clerics, and volunteers for the purpose of conducting diocesan/affiliate business. (Examples include, but are not limited to: School/Parish website, Facebook Group, Slack Channel, Intranet, Classroom Blackboard).
  - **Private Ministry website account:** A ministry website account that can only be viewed by members specifically accepted by the website account administrator/moderators.
  - **Public Ministry website account:** A ministry website account that is accessible to the public without any direct permission from website account administrator/moderators.
- **Personal website accounts/applications:** An internet website account/application, blog, or social media profile created by employees, clerics, and volunteers primarily to share personal communication with friends and associates.
- **Website account administrator/moderator:** One of at least two adults with full administrative access to a ministry website account/application.

### III. MINISTRY WEBSITES

#### 1. Establishing a Social Media Presence

##### a. Approval: Policy—

Approval must be obtained from the corresponding department head, pastor or principal before creating a ministry website account. Archdiocesan/School Personnel may not establish a website account which implies official representation of any Archdiocesan entity without such permission.

##### b. Use of Logos: Policy—

Once granted, the new ministry website account must contain the official Archdiocesan logo or that of its related entity (e.g., parish or school). No website account may include the official Archdiocesan logo or that of a related entity (e.g., parish or school) in a way that implies official ownership/sponsorship, without being an approved ministry website account.

##### c. Website Account Administrator/Moderators: Policy—

At least two adults who are also ministry personnel should have full administrative access to ministry website accounts, known as website account administrator/moderators. Website account administrator/moderators must be approved to work with children in accordance with Archdiocesan policy.

##### d. Terms of Use: Policy—

Website account administrator/moderators and ministry personnel should be familiar with the terms of use, age restrictions, privacy settings and controls of any site being used for ministry purposes.

## **2. Separation of Personal and Ministry Websites**

### **a. Personal and Ministry Profiles: Policy—**

Whenever possible, ministry personnel should separate their personal social media profiles from any profiles they use for ministry. (In Facebook, for example, you can use pages or groups for professional use, which are connected to, but separate from your personal profile).

### **b. Communicating on Ministry Websites: Policy—**

Ministry personnel should not use an official Archdiocesan or affiliate email address or profile to communicate on public or ministry website accounts unless they are approved to officially speak in the position they represent.

### **c. Work-related Email Addresses: Recommendation—**

If website account administrator/moderators are employees of the Archdiocese, they should be registered to these website accounts primarily through their work-related email addresses.

## **3. Content on Ministry Websites**

### **a. Content Reflecting Church Teaching: Policy—**

Content on ministry website accounts should consistently represent the views and teachings of the Catholic Church. Any postings that would reflect poorly upon the Church or ministry personnel and/or could cause scandal should be avoided. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.

### **b. Posting Photos: Policy—**

Written consent must be obtained prior to posting personally identifying photos, videos or other information on a ministry website account. If the subject is a child, permission must be obtained from the parent or legal guardian. Such permission is included in the standard permission/release form used in activities with children. An example form for use with adults is contained in **Appendix A**. See also: Specific Guidelines with Children.

### **c. Confidential and Proprietary Information: Policy—**

Employees, clerics and volunteers are prohibited from disclosing via the internet information that is understood to be held in confidence by the Archdiocese of Cincinnati or its Affiliates. Employees, clerics and volunteers are prohibited from disclosing via the internet any information that is proprietary to the Archdiocese of Cincinnati or its Affiliates, except by explicit permission of the appropriate authority.

### **d. Crisis and Emergency Situations: Policy—**

Ministry personnel should treat any crisis or emergency situation (e.g., signs of suicidal thoughts or other intent to harm oneself or others, chemical abuse, criminal behavior, etc.) as they would with any other mode of communication. There is a duty

to report such communications and website account administrators/moderators should be advised of this responsibility for both adults and minors.

**e. Rules of Conduct Posting: Recommendation—**

On any ministry website account that accepts comments from users, the following rules of conduct should be posted in a place deemed reasonably visible for the kind of technology being used: “All posts and comments should be marked by Christian charity and respect for truth. They should presume the good will of other posters. No Ads please. Inappropriate comments may be deleted.”

## **IV. SPECIFIC GUIDELINES WITH CHILDREN**

### **1. Transparency**

**a. Two Website Account Administrators/Moderators: Policy—**

It is important that technology be used in a responsible and ethical way and that Archdiocesan/school Personnel, volunteers and parents be transparent in all forms of communication, particularly when ministering to children. Two adults, approved to work with children according to the policies of the Archdiocese, must have full administrative access to any ministry website accounts.

**b. Group Texting: Policy—**

Similarly, when using group messaging services, group texting services or similar programs with children, at least one other adult approved to work with children should be included in messages.

**c. Individual Texting: Policy—**

Archdiocesan/school personnel should limit texting/messaging to informational purposes related to ministry. When responding to an individual text/message from a child that is personal or conversational, Archdiocesan/school personnel must use prudence in steering that conversation away from continued electronic communication and towards any necessary in-person follow-up. (All policies of the *Decree on Child Protection* involving contact with children apply.)

**d. Saving/Archiving of texts/messages**

Archdiocesan/school personnel must use prudence in determining how long texts, emails or other electronic communication should be saved. Texting that is purely informational (i.e., “The meeting starts at 7PM”) may have no need of being saved or archived. Texting that responds to a personal request (i.e., “Let’s meet during office hours at 3:30 to discuss that”) should remain accessible until prudence dictates that the issue has been resolved and the time for any likely questions about the appropriateness of the communication has passed.

**e. Secretive Technology: Policy—**

In order to maintain transparency, any type of technology whose design is inherently to be secretive (applications whose messages that are sent or received are

automatically deleted after a short period of time) or deceptive (applications designed to appear to be something other than they are) are not to be used.

## 2. Parental Consent

### a. **Communicating through Social Networking: Policy—**

General written permission to communicate with children through social networking methods should be given by parents. This written permission is included in the standard permission release form, in the same place where one finds permission to utilize photographs. Since utilizing social media is part of the standard permission form, parents should also be made aware that they can opt out of allowing their children to be contacted through social media through the use of a separate form, included in **Appendix A**. If desired, parents also have the right to be copied in all communication coming to their children (e.g., by being added to any texting list or social media group).

### b. **Informing Parents: Policy—**

Because of the policy above, ministry leaders must make reasonable efforts to inform parents more specifically of the typical ways their children will be communicated with as a standard part of youth ministry, including through social networking. One simple way to accomplish this is through a standard handbook or information sheet given to all parents at the beginning of each school year, or as any new student begins participating in a ministry program.

### c. **Posting Images: Policy**

Ministry personnel may not post identifiable images of children on any social media network without written parental consent, except for images taken in the public arena, such as at sporting events or fine arts public performances. This written permission is already included as part of the standard permission/release form for any event. If the image being used is not connected to an event for which there is already a signed permission/release form in place, the permission form in **Appendix B** can be used.

### d. **Images and Personal Information: Policy—**

Even with permission to utilize an identifiable image of a child, on public ministry website accounts, youth should not be identified by anything more than a first name. Youth also should not be tagged on public ministry website accounts.

### e. **Tagging: Recommendation—**

On public ministry website accounts that include children, the “no tagging” (or other similar option that avoids direct connection with a child’s personal social networking page) should be set whenever possible.

## 3. Appropriate Relationships

### a. **Online Behavior of Youth: Policy—**

Ministry personnel have responsibility for maintaining appropriate adult to children relationships at all times. Ministry personnel should continue to take responsibility for addressing inappropriate behavior or activity on social media, in the same way they would be expected to do with in-person interaction.

**b. Initial Online Contact: Policy—**

Ministry personnel and website account administrators/moderators should not initiate first contact with a potential follower online. Online “friend”, “follower” or other similar requests for inclusion with social media networks should be made by the child and then approved by the website administrator/moderator.

**c. Other Documents: Policy—**

Ministry personnel who interact with children should be aware of and comply with all aspects of the *Children’s Online Privacy Protection Act* and the *Decree on Child Protection* for the Archdiocese of Cincinnati. The Archdiocese of Cincinnati and its Affiliates will review alleged violations of the *Children’s Online Privacy Protection Act*, or the *Decree on Child Protection* of the Archdiocese of Cincinnati, on a case-by-case basis. In the event that a provision of this Social Media Policy cannot be reconciled with the *Decree on Child Protection* of the Archdiocese of Cincinnati, the provisions of the *Decree on Child Protection* of the Archdiocese of Cincinnati will be in force.

## V. PERSONAL USE OF SOCIAL NETWORKING SITES

### 1. Online Behavior

**a. Online Behavior of Adults: Policy—**

Because social media is a public medium, ministry personnel using social media should be aware that they represent the Catholic Church on both ministry and personal websites/applications. Ministry personnel should not engage in online activity that would cause scandal or express a disregard for trying to faithfully live as a disciple of Christ. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.

**b. Online Behavior with Youth: Policy—**

The line between professional and personal relationships is blurred within a social media context. When ministry personnel choose to utilize social media outside those approved by the Archdiocese of Cincinnati to engage with youth who are associated with them primarily through a ministry context, they are to maintain their professionalism as ministry personnel.

Ministry personnel have the responsibility for addressing inappropriate behavior or activity online as they would be expected to with in-person interaction, including requirements for mandated reporting.

## **2. Discipline: Policy—**

Be mindful that any information posted on your personal social networking site could potentially be grounds for discipline or even termination of employment.

## **3. Miscellaneous**

### **a. Disclaimers: Recommendation—**

If ministry personnel identify themselves (i.e., in the biography section or profile information) as an employee or volunteer for the Archdiocese of Cincinnati on a personal website account/application, the site should include the following disclaimer: “The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Cincinnati.”

This disclaimer should be reasonably visible in accordance with the type of media platform it is. For example, on a Facebook profile, this statement can be posted in the “About” section.

### **b. Copyright: Policy—**

Ministry personnel using social media, personally or professionally, must abide by all copyright and intellectual property rights laws. Ministry personnel are prohibited from disclosing information that is understood to be held in confidence by or proprietary to the Archdiocese of Cincinnati or its Affiliates, except by explicit permission of the appropriate authority.

## **VI. CONCLUSION**

Pope Francis, in his message for the 48<sup>th</sup> World Communications Day said, “Let us boldly become citizens of the digital world. The Church needs to be concerned for, and present in, the world of communication, in order to dialogue with people today and to help them encounter Christ.” The policies and recommendations above are written to help us utilize the power of electronic media to evangelize in today’s world, in ways that are safe, responsible, and reflective of Catholic values. Let us continue then to “Go therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you” (Matt. 28:19-20).

**ARCHDIOCESE OF CINCINNATI  
REVOCATION OF USE OF SOCIAL MEDIA WITH CHILDREN**

1. I, the lawful parent or guardian of \_\_\_\_\_ (the child), hereby revoke any authorization granted to the Archbishop of Cincinnati (“the Archbishop”), both individually and as trustee for the Archdiocese of Cincinnati and all parishes and schools within the Archdiocese (the “Archdiocese”), and their officers, agents, representatives, volunteers, and employees, to directly communicate with my child using social media technology.
  
2. I also agree to instruct my child not to participate in any social media interaction with the Archdiocese or its agents. If, however, my child actively seeks out participation in social media networks, I will hold the Archdiocese and its agents harmless if their communication with my child was acceptable and appropriate for a reasonable period of time before noticing that this was a child not authorized to participate.
  
3. This revocation will remain valid for one year from the date given below, and remains in effect without regard to any other event permission/release forms I have signed that include authorization to use social media technology.

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I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (mobile) \_\_\_\_\_ (home) \_\_\_\_\_

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## ARCHDIOCESE OF CINCINNATI ADULT PHOTO AND VIDEO RELEASE FORM

I grant to the Archbishop of Cincinnati (“the Archbishop”), both individually and as trustee for the Archdiocese of Cincinnati and all parishes and schools within the Archdiocese (the “Archdiocese”), and their officers, agents, representatives, volunteers, and employees, the right to use my portrait or photograph or video image for promotional purposes, social media, website and office functions. This release will remain valid until revoked in writing.

I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**For minor children:**

I grant to the Archbishop of Cincinnati (“the Archbishop”), both individually and as trustee for the Archdiocese of Cincinnati and all parishes and schools within the Archdiocese (the “Archdiocese”), and their officers, agents, representatives, volunteers, and employees, the right to use the portrait or photograph or video image of my child(ren) for promotional purposes, social media, website and office functions. This release will remain valid until revoked in writing.

Name(s) of child(ren):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**ARCHDIOCESE OF CINCINNATI  
VERIFICATION STATEMENT**

**PLEASE PRINT**

**Employee Name:**

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Last First Middle Initial

**Job Title:**

**Office/Parish/School**

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**Verification Statement**

I verify that I have read and understand the Archdiocese of Cincinnati Social Media Policy and the policies contained within. I agree to abide by this policy and also understand that the Archdiocese of Cincinnati and its Affiliates may amend or change the policy at their discretion without notice.

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Employee Signature

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Date

**RETURN SIGNED FORM TO HUMAN RESOURCES OR ADMINISTRATOR**

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