



# Camp America Day Camp

## Social Networking Policy for Employees

1. **Overall** - Families entrust their children to Camp America's care. Our promise to these families is that we will provide a safe environment for all participants. Our mission charges us to provide the safest and happiest summer possible for every Camp America camper. We believe that as employees of Camp America Day Camp, each individual has a moral obligation to reflect this mission in all that they say and do.
2. **Camp America Code of Conduct for Employees' Online Presence** - As a Camp America employee, it is every staff member's responsibility to deliver on our mission. This includes all dealings with the community, inside and outside the workplace, both on and off duty. It is the responsibility of all employees to avoid any inappropriate speech or behavior in the presence of our community members at all times. "At all times" extends from your voicemail to any online profile (e.g. Facebook, Twitter, Snap Chat, Instagram, You Tube, Tumblr, etc).
3. **Content** - Employees are responsible for the content of all text, audio or images that they place on or send over the Internet. This includes but is not limited to fraudulent, abusive, profane, harassing or obscene messages or derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual orientation. Posting such content will put responsible employee at risk for disciplinary action up to and including termination. Any reference to Camp America must include a disclaimer stating that the views expressed are yours alone and that they do not necessarily reflect the views of Camp America Day Camp.
4. **Limiting Your Risk** - If you choose to have an online profile please be aware that you are putting yourself at risk. Whenever possible, Camp America recommends making your online accounts or profiles as private as possible. The less you put online is the less for which you can be held accountable. Overall, you are solely responsible for any legal liability arising from or relating to the content you've put online.
5. **"Friending" People** - Camp America is constantly doing its best to protect the identities of our campers and staff. Camp America recommends that NO employee initiates contact with program participants. If a participant is under the age of 18 including staff members, Camp America prohibits employees from "friending", "following", "liking" or having a private association with them. The only exception can be made with the participant's parent/guardian's knowledge and consent. Supervisors reserve the right to question employees about their online relations with program participants. Failure to follow this policy regarding online relationships can put you at risk for disciplinary action up to and including termination.
6. **Using Camp America's Image/Name** - *The use of photos, logos or images of Camp America Day Camp, its programs or participants is prohibited.* If you use Camp America's name (including any associated program) in any communication, you should be especially careful to support and certainly not harm or ridicule Camp America's image or mission and its use must be approved by the owner/director prior to posting. All online profiles, groups, or posts made on behalf of any aspect of Camp America Day Camp must be pre-approved by the owner/director.
7. **In Summary** - Camp America does not intend to interfere with any employee's private life, but publicly observable communications, actions, or words are not private. All Camp America staff must use good judgment and discretion with regard to their digital presence. If you want your use of technology to be private, do not allow it to be seen in the electronic public forum. If you or your words are public, make sure they are not in conflict with your role at Camp America and they are reflective of the mission of our camp.

**All staff members with Facebook, Instagram and/or Twitter accounts agree to maintain a "Friend/Following" status with Facebook, Instagram and/or Twitter accounts made available for communication by/with the camp leadership during the camp season (June 1, 2022 to August 31, 2022).**

I have read and agree to abide by the above Camp America Day Camp policies for social media and Internet use. I understand that failure to abide by these policies may result in disciplinary actions up to and including termination.

Staff Member (Print Name): \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_