

1.01 Computer and Internet and Social Media

1. Computers accessible to the general public will be placed in open areas where the screen is easily visible. Users will be held accountable through the use of a sign-in/sign-out sheets, and if the computer has network access, a user password.
2. Internet filters will be installed on each computer to limit access to adult content.
3. The office manager will appoint an authorized computer system's individual who will periodically review the browser history as well as the documents downloaded for questionable material.
4. An 'Acceptable computer Use Policy' will be developed and posted near the public-accessed computer.

1.02 Social Media / Text Messaging

Social Media, such as MSN Messenger, Facebook, Twitter, Myspace, Skype, etc., as well as email and texting, will be used to improve communication, to promote and advertise church activities and to arrange face-to-face meetings. Ministry Personnel will refrain from using Social Media networks for relationship-building or counselling, particularly with children and youth.

1. Communication with children 12 years of age and under is prohibited with the exceptions as stated below.
 - a. Ministry Personnel may communicate with children via email with written parental permission (on the registration form), and copying parents/guardians on all emails.
 - b. Ministry Personnel will not initiate contact with children or youth under the age of 13 via text or using Social Media.
 - c. Communication should also be copied to your ministry leader or co-worker.
2. Communication with youths 13 years of age and older via social media, telephone and texting is permitted under the following conditions:
 - a. Communication with a youth via email, text, MSN, Facebook, or other online social networks will be monitored closely and only used with written parental permission (on the registration form).
 - b. Ministry Personnel may communicate with youth via email with written parental permission (on the registration), agreeing to copy all emails to parents/guardians.
 - c. Ministry Personnel will not initiate contact with children or youth under the age of 13 via text or using Social Media. Ministry Personnel may contact youth aged 13-17 via text or Social Media with written parental permission and copying another leader on the text.(Appendix 15)
 - d. Ministry Personnel will limit their online communication with youth via Social Media to daytime hours (8:00am-11:00pm).
 - e. Online communication will not involve video messaging (Facetime, Skype, etc) in any form, unless it is a training post or group conference call approved by the Youth Pastor.

- f. Ministry Personnel will ensure that all online communication with youth is done in view of other people (group pages, group texts, wall-to-wall) and/or copied to their parent/guardian. Communication should also be copied to your ministry leader or co-worker.
- g. Youth Ministry Personnel will agree to allow the Youth Ministry Pastor or designate by Senior Pastor access to their Social Media networks in order to facilitate regular supervision.
- h. Church members, adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above. If in the rare occasion a conversation moves beyond communication of information, the Ministry Lead will be notified immediately and a copy of the conversation is to be printed and submitted to the Ministry Lead and Personnel file.

1.03 Photography and Video Taping

1. With a desire to capture on film memorable moments at Organization, photography and videotaping will be closely monitored by Organization Leadership. The AV Department and ministry departments must abide by the following guidelines:
 - a. Photography and videotaping will be done by designated ministry personnel who have been screened and trained in Child / Youth protection procedures;
 - b. For general, public church activities including services where videotaping will be done in the sanctuary and with the church family together it is required that signage be posted notifying those in attendance that the service / activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity / service.
 - c. For all Children and Youth ministry activities and programs, Parental permission must be secured prior to taking photographs of Children and Youth. Parental permission will be secured on an annual basis on the registration forms;
 - i. No photographs of Children or Youth will be taken without prior written approval;
 - ii. No photographs will be posted on Facebook, MSN or other online social networks;
 - iii. To easily identify Children and Youth that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag or with an arm band. All effort should be made to adhere to the Parent's request.
 - d. No photographs will be tagged or labeled with the name of a Child / Youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or church bulletins.
 - e. When archiving and filing photographs and video shots of Children and Youth, only those with written Parental permission can be kept for future use. Written permission forms must be kept permanently on file in the church office. Archived photos should be labeled and cross referenced with Parental permission form.