



Job's Daughters International Social Media Policy

Job's Daughters International recognize the rapidly changing electronic age that we live in today and the opportunities and challenges that this provides for all members. Job's Daughters International is committed to supporting the responsible use of social media by its members and volunteers.

Intended Use

This Policy is intended as directions to all Members, Adults and Volunteers of Job's Daughters International regarding the use of social networking platforms in the course of their membership or interactions with Job's Daughters. It also provides instruction on what must not occur when using any social media whilst associated with Job's Daughters International and outlines that a breach of the policy may result in disciplinary action.

There are legal consequences for individuals and Organizations that breach Defamation, Privacy, Child Protection, Discrimination, Bullying and Harassment, Copyright and Intellectual Property laws. Social media should be used by individuals responsibly; display due consideration of age appropriateness and in accordance with the requirements of individual social media policies.

Such policy requirements may change over time and from platform to platform. As at May 2012, the minimum age to engage with Facebook is thirteen years (Facebook Policy, 2012).

Introduction to this Policy

This policy covers all current and future social media platforms.

These platforms currently include, but are not limited to:

- Social networking sites: Facebook, LinkedIn, Bebo and Friendster;
- Video and photo sharing websites: Flickr and YouTube
- Micro-blogging sites: Twitter;
- Blogs: including corporate blogs and personal blogs or blogs hosted by traditional media publications;
- Forums and discussion boards; e.g. local discussion boards,
- Online encyclopaedias: e.g. Wikipedia
- Job's Daughters International does not currently endorse sharing of Daughters images
TikTok

Use of social media as part of your role in Job's Daughters

If you are required by your Jurisdiction or Job's Daughters International to participate in social media sites as part of your role within Job's Daughters you should ensure that you clearly understand what is required of you.

You should always exercise responsibility and judgement in any material you post on social media sites. Essentially the rules that apply to you when you are interacting face to face with people as a representative of Job's Daughters International will apply to your actions on social media.

Similarly, the normal authorisation and approval process in relation to any content and photos that you are posting will also apply.

Personal details (e.g. names, addresses or phone numbers) of other members (both adult and youth) or volunteers must not be published online. The use of Daughters surnames and tagging Daughters personal accounts is not permitted.

You should be polite and respectful of the opinions of others at all times and refrain from posting any comments which harshly criticise or undermine posts made by others.

Personal use of Social Media

Job's Daughters International understands that you use various social media for personal reasons on your own computers or other electronic communication technologies.

Generally, what you do on your own time is your own business. However, information you provide, and statements you make, on social media sites may impact and have significant consequences for the Job's Daughters community, and their reputation. The material you post may be read by others in the JDI community or the public at large. Once information is published online, it is essentially part of a permanent record, even if you 'remove/delete' it later or attempt to make it anonymous.

When using any social media you are responsible for your words and actions. It is your responsibility to ensure that your posts are appropriate. Use your judgement and common sense, and if there is any doubt, do not post.

When using any social media you must not:

- post images of children on social networking sites – unless you have the written authorisation of the child's parent or legal guardian for that specific image;
- use the logo of Job's Daughters International to create a branded account which could be interpreted as representing Job's Daughters unless you are authorised to do so in writing;
- contribute anything which would bring you, another Member, Job's Daughters International into disrepute – for example an offensive blog or photo;
- engage in any conduct that would not be acceptable in the workplace or in Job's Daughters context – for example:
 - making any adverse, offensive or derogatory statement or engaging in unlawful
 - discrimination, harassment or bullying directed at or impacting any members, volunteers,
 - Council members, Jurisdiction, and Board Members.
 - disclose any confidential information about Job's Daughters including information about
 - other Members, volunteers, children, parents or the Board.

Personal Liability

Please bear in mind that information you provide, and statements you make, on social media could have significant consequences for you personally, for example:

- making statements about an individual may constitute defamation (in which case you may be personally liable under applicable legislation to the person about whom you make the statement);
- making statements may constitute unlawful discrimination, harassment or bullying (in which case you may be personally liable under applicable legislation);
- making statements about Job's Daughters International, its business, parents or Members, may constitute a breach of your obligation not to disclose confidential information and your obligation not to make public statements about or on the Organisation's behalf without express authority; and
- using other persons' material, text, images, photographs, music, logos and trademarks may breach copyright laws.

General

The terms and prescribed conduct described in the Policy are not intended to be exhaustive, nor do they anticipate every possible use of social media. You are encouraged to act with caution and to take into account the underlying principles of the Policy.

If any Member reads anything on the internet that may harm the reputation of Job's Daughters International, please contact the JDI Social Media Director, State Guardian or the Supreme Office immediately.

This Policy sets out the rules which must be complied with when using social media. This Policy is direction to you by Job's Daughters International Members and volunteers. You must comply with this Policy. If you do not comply with this Policy, Job's Daughters International may take disciplinary action.

Review

This Policy is to be reviewed annually by the JDI Social Media Director and Board of Trustees – Last reviewed March 2022