



400.14

POLICY

GUIDELINE

ADMINISTRATION

SOCIAL MEDIA BEST PRACTICES

Be cautious when selecting and creating an account on a new social media platform. Get to know the social media network (privacy settings etc.) to ensure that it has the safety and security settings to maintain compliance with all diocesan policies. Selecting a social media platform that is already used by minors and their parents will help to ensure use by the youth and further monitoring by the parents.

Choose at least two administrators, at least one of which should be an adult employee. If one username login and password is shared to administrate the social media account, then the number of administrators should be kept to a minimum of two or three. If the social media platform allows for levels of administration, then the number of top level administrators should be kept to a minimum of two or three, and all others should be assigned a lower level administration (editor, publisher, etc.) that does not allow for them to add other administrators or delete the account without approval.

If a minor initiates a one-on-one conversation with a non-related adult employee or volunteer via a social media platform, then the adult should conclude the conversation, or move the conversation to a public forum or an in person, safe environment compliant meeting within three (3) or fewer messages. A record of any private messages or communications with minors via social media should be made and retained for a period of seven (7) years.