

Summary of Guidelines

Note: This form must be executed by all Archdiocesan Personnel hired or accepted as a volunteer.

I acknowledge that I have received, read and understood the attached Guidelines adopted by the Archdiocese of Oklahoma City. I understand the guidelines and agree to abide by each. I agree to conduct myself in complete accordance with the Guidelines for Social Media as follows:

- As in all professional/ministerial settings, posted information, opinions, references, and resources must reflect the teachings of the Catholic Church.
- All sites or forms of media must be approved by the Pastor or Supervisor.
- Parents must be fully aware of all mediums being used to keep in contact with their children for ministerial purposes.
- Utilize social media to communicate only on matters of ministry. In all cases, we must keep communications transparent. Save copies of conversations if possible.
- Pictures of minors cannot be used without parental consent. There should be no tagging pictures of minors on Facebook or put to use on other media without consent.
- Avoid exclusivity. Check sites and texts regularly to insure the safety of young people.
- Set time limits and boundaries for on-line and electronic communication. Notify youth and parents of the limits.
- Have someone access, monitor, supervise, and evaluate your site.
- Keep personal information and ministry related sites and blogs separate.
- Good judgment should always be used with text based communication tools.
- Provide continuing educational opportunities for parents and youth concerning the latest social media concern.

Please note: (Violations may result in disciplinary action.)

Please complete and return to your Program Director. Please print.

Name _____ Position _____

Parish/School/Other _____ City _____

Signature _____ Date _____