

Trindle Spring Evangelical Lutheran Church (TSLC) Electronic Media Policy

Introduction

This policy governs the use of electronic media by employees and members of Trindle Spring Lutheran Church [TSLC]. For the purposes of this policy, electronic media includes any platform for online publication, communication, or commentary, including but not limited to Facebook, Twitter, Instagram, email, and website. As stated in the policy, this document governs the use of all TSLC official electronic media and individuals posting on the church's behalf.

Electronic Media Policy

1. TSLC will not list the private addresses, phone numbers, email addresses, social media accounts, or other personal accounts of our members and staff on our electronic media, unless publication of that information is requested by the individual(s) in question.
2. Staff members, Church Council Members, Youth-Group Leaders, and certain Committee Chairs may have church domain based email provided to them so they may conduct church business while respecting their privacy. TSLC's Webmaster will provide those when requested.
3. Minors appearing in any pictures, graphics, or other images, will not be identified by name. In addition, minor(s) and their parents/legal guardians may request that the images be removed at any time by making the request to the church office and we will seek to comply with that request within 72 hours of receiving notification. Each year, on the emergency information forms parents will have the opportunity to opt out of the use of their children's pictures on TSLC's electronic media. Similar requests may be made in writing to the church office.
4. Adults who appear in images will not be identified by name, unless verbal permission has been given to include their name. If any adult chooses to have his or her image removed, they may request that the image(s) be removed at any time by making the request to the church office. We will seek to comply with that request within 72 hours of receiving notification. Adults who prefer their photos not be used on electronic media should make their request in writing to the church office.
5. TSLC does not collect or retain information provided through its electronic media except for that information specifically requested when using official TSLC electronic media. This includes, for example, the information provided when enrolling in electronic giving, commenting on electronic media, and communications about church related-ministries. TSLC uses the information you provide solely for the purpose for which it was provided and does not share this information with third parties unless necessary to carry out the request received.
6. All photos posted by TSLC will be stripped of any Geo-tagging data which is embedded in the photo to prevent the ability to identify the specific location of the photo.

7. With the exception of information needed for TSLC activities, TSLC does not knowingly collect personal data from children under the age of eighteen online. If you are under eighteen, please do not give us any personal data without the consent of a parent or guardian. Any information obtained will only be used for the intended purposes, and not shared with any third parties.

8. This policy applies only to TSLC electronic media. Electronic media may contain hyperlinks to electronic media that are not managed by TSLC. These links are for your reference and convenience and are not run by TSLC. TSLC is not responsible for the data practices of electronic media not operated by TSLC.

9. This policy applies to all church leaders, committee chairs, youth leaders, etc. when utilizing official TSLC electronic media or representing TSLC in an official capacity in electronic media.

10. Policy violations will be subject to disciplinary action. Disciplinary actions will be determined by the Church Council and may vary depending on the violation.

11. Attachment A- Electronic Media Best Practice Tips

Attachment A – Electronic Media Best Practice Tips

Electronic Media Policy

1. This attachment is in addition to and complements any existing or future policies regarding electronic media.
2. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.
3. The public in general, and Trindle Spring's employees and members, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the Trindle Spring website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of Trindle Spring unless you are commenting or posting in an official capacity as a spokesman for the congregation.
4. When using photos of Trindle Spring Church events, attendees, or members - either directly on the Web site, on social media or in our photo albums - we use the following guidelines.
 - A. Members who submit photos are encouraged to disable the Geo-tagging feature of cell phones and digital cameras when taking photos for publication on social media.
 - B. Do not post anything that would be embarrassing, objectionable or hurtful to anyone in the photo. If we know someone is shy about such things, we ask them before posting the photo.
 - C. Don't put names as captions with photos (except for pastors/staff)
 - D. We will gladly provide credit for who took a particular photo, if desired by the photographer, and we would certainly honor any copyright wishes or restrictions.
 - E. Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog looks decent, and take their advice on how to improve it.
 - F. The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.
5. Respect copyright laws. It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Trindle Spring's own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

TSLC will not list the private addresses, phone numbers, email addresses, social media accounts, or other personal accounts of our members and staff on our electronic media, unless publication of that information is requested by the individual(s) in question.

This Policy was approved by TSLC Church Council on 5/10/2016