

Presbytery of Upper Ohio Valley  
Social Media Policy as of August 25, 2020

This policy provides guidance for employees and volunteers of the Upper Ohio Valley Presbytery regarding the use of social media. For purposes of this policy, social media is understood to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking, email and web sites and services that permit users to share information with others in a contemporaneous manner.

1. For accountability, there shall be two administrators for all pages with written record of passwords kept on file at the Presbytery Office. The pages shall be under the supervision of the Social Media Task Force accountable to the Leadership Commission of the Presbytery.
2. Posts on social media are to reflect the mission and purposes of the PCUSA and the Presbytery of Upper Ohio Valley and the Standards of Ethical Conduct for Members of the Presbyterian Church (U.S.A.).
3. All posters should be aware of the effect their actions have on their image, and the image of the Presbytery and our ability to carry out our mission.
4. Information posted on the internet is assumed to be forever. Do not post something that you do not want in permanent record.
5. Although not an exhaustive list, some examples of prohibited social media conduct include, defamatory, pornographic, harassing or libelous comment or images, those that invade personal privacy, or that can create a hostile work environment. Political bias should be avoided.
6. No confidential or privileged information shall be published.
7. While prayer concerns are important and appropriate, they shall be by name only, with no medical information.
8. Personal telephone numbers or email addresses shall only be published by request of the owner.
9. A blanket permission statement shall be printed and assumed for meetings and events of the Presbytery. Otherwise, posters are responsible to secure permission before posting video or pictures. Names may be included in pictures and videos.
10. Per the policy of the Presbytery, the Moderator and the Stated Clerk represent the official voice of the Presbytery.
11. Media pages shall contain the statement: "Copyright © Upper Ohio Valley Presbytery, (and year). The information contained on this site may not be copied without the specific permission of the Upper Ohio Valley Presbytery Social Media Task Force." Where possible, copy protection shall be applied on the site.
12. Due to the ever changing nature of digital media, this policy will be reviewed regularly by the Social Media Task Force and the Leadership Commission.