

## Study Japanese in Arlington, Inc. (“SJA”) - Social Media Policy



Part 1

Broader Statement

Part 2

Code of Conduct for People Interacting with Youth over Social Media

Part 3

Code of Conduct for People Running SJA Social Media

Part 1

SJA recognizes that social media is a useful and necessary means of developing relationships and disseminating information to various networks of youth and adults interested in Japanese language and culture. The purpose of the following guidelines and practices is to encourage the frequent, intentional, and appropriate use of the various forms of social media. We will review this policy annually to ensure that it fits the needs of our ever-changing world.

Part 2

Volunteers who want to communicate with minors using text messaging, social networking websites or other forms of electronic media must agree to follow the guidelines set forth by SJA. **For purposes of this policy, “volunteer” refers to any individual age 18 or over who provides services to SJA and receives no monetary remuneration.**

1. Volunteers may not transmit any content that is illicit, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with minors involved in SJA activities.
2. Private text or social media messages between volunteers and children or youth should not occur without written parental permission. All other messages should be in a group chat format.

3. Except in an emergency, volunteers may not share any personal information pertaining to a minor to people outside of the SJA Board of Directors or committee leadership without the youth and their parents or guardians consent. This rule applies to group texting, group email, or any other public method of electronic communication. Personal information may include such things as a minor's name, phone number, e-mail address, or photographs.
4. Volunteers should use prudent judgment when they contact children/youth through social media. The "home phone rule" is a basic rule of thumb to use – normally do not text, chat, or email back-and-forth with children/youth at a time you would not normally call their home phone line (i.e. before 8:00 AM or after 9:00 PM).
5. Volunteers who become aware of possible child abuse through electronic media must **immediately** notify an SJA Board Executive Committee Member, **as defined in Article V, Section 1 of the Bylaws of Study Japanese in Arlington, Inc.**
6. If they wish to, volunteers may accept children/youth as friends on a social media platform if the child/youth sends the request. If they choose to do so, all social media content should be appropriate for the youth to be viewing. Volunteers should not request to be friends with children/youth on social media.
7. Volunteers should not post pictures with children/youth to their personal Social Media Account.
8. **The rules and guidelines set forth in this policy apply equally to all non-electronic forms of communication.**

### Part 3

Each person who manages or uses Study Japanese in Arlington (SJA) social media accounts shall apply this Part.

**The** Social Networking Code of Conduct:

1. Prohibits the posting of photos of any minors whose parents have opted their children out of being included in photos posted on SJA social media sites.
2. Prohibits comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
3. Prohibits sexually oriented conversations or discussions about sexual activities.
4. Prohibits posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
5. Prohibits the posting or sharing of content that advocates or encourages the use or consumption by minors of alcohol or other illegal substances.
6. Prohibits posts that advocate for a specific political party or candidate.
7. To the extent there is any ambiguity about whether content falls within the guidelines set forth above, the SJA Board reserves the right to make final determinations on such issues, and such determinations are within its sole discretion.