

## **Munsey Memorial United Methodist Church Technology Best Practices**

Technology is a useful and necessary means of developing relationships and making disciples of Jesus Christ for the transformation of the world. The purpose of the following guidelines and practices is to encourage the frequent, intentional, and appropriate use of the various forms of electronic communication by the staff and qualified adults of Munsey Memorial United Methodist Church. In all interactions with children and youth, staff and qualified adults should remember that they act as representatives of Munsey Memorial United Methodist Church, regardless of setting.

### **Technology Defined**

For the purposes of our best practices, technology refers to any interaction that is not face-to-face, which includes but is not limited to texting, email, video chat, Facebook, Snapchat, Instagram, Twitter, video game chats, instant and direct messaging.

### **Best Practices**

- Staff and qualified adults should always assume that parents or guardians can read anything that is said through electronic communication.
- Unless something arises that is potentially harmful or could cross a boundary, confidences shared through electronic communication should be kept confidential.
  - When instances occur when harm is potential or boundaries could be inappropriately crossed, staff and qualified adults should document electronic communications.
- Staff and qualified adults should not identify minors in photographs posted online or in print. Individuals are welcome to identify or tag themselves.
- When checking in on social media, staff and qualified adults should only check themselves in and refrain from checking in minors. Sensitivity should be practiced when tagging or revealing other participants' locations without their expressed permission.
- Staff and qualified adults should be sensitive to the privacy of others, particularly in respect to sharing prayer concerns, photographs, family, health, or personal situations, etc.
- When unsure about the appropriate use of electronic communication, staff and qualified adults should seek further assistance from the person who supervises the corresponding area of ministry.
- If a child or youth shares something through electronic communication that seems harmful to themselves or others, the staff or qualified adult communicating with him/her should share that through the appropriate avenues as outlined in Munsey's Safe Sanctuaries Policy.
- Staff and qualified adults should always be mindful of how they represent themselves on social media and through electronic communication, as children and youth are often watching them as role models. If qualified adults feel they regularly share things that do not follow these guidelines, they should refrain from accepting students as friends on social media.