Electronic Media and Internet Usage  
Staff and Volunteer Policy and Procedures

PURPOSE
The purpose of this policy is to provide guidelines to (full/part-time/seasonal) volunteers and employees in general, and specifically to those who:

- have access to the Mission Waco Mission World’s (MWMW) network, owned digital equipment devices, and computer hardware
- create electronic media/content that is related to MWMW business, fundraising, newsletters, and special events.

DEFINITIONS

1. **DIGITAL EQUIPMENT** - Includes but is not limited to computers, laptops, tablets, telephones, cellphones, flash drives, external storage devices, or any technology for communications, computing, printing, etc.

2. **ELECTRONIC MEDIA** - Includes, but is not limited to, e-mail, instant messaging, word processing documents, spreadsheets, social media, images, voice communication, and data bases. All forms of this media are considered “electronic record” and subject to the same retention laws and regulations as any other record.

3. **ELECTRONIC MEDIA RECORDINGS** - photo, audio, or video

4. **E-MAIL** - A system for sending and receiving messages electronically over a computer network.

5. **INTERNET** - Worldwide communication network

6. **PRIVATELY-OWNED** - Not owned by the MWMW

7. **SOCIAL MEDIA** – Third party websites (such as Facebook, Twitter, and Instagram or other similar) where content and dialogue are created around issues/interest.

POLICY

1. **OWNERSHIP**
   Software, data, and electronic media stored or created on MWMW-owned digital equipment/network is MWMW property. Information volunteers or employees create, transmit, or store in such equipment/network is not confidential or private. MWMW reserves the right to access such information for any purpose at any time. The Executive Director is solely responsible to give authority to staff and/or volunteers to speak for or represent MWMW, which is typically given through job descriptions or in direct communication.

2. **ELECTRONIC MEDIA SYSTEMS**
   a. **GENERAL**
      - Electronic media is intended to be used for MWMW business purposes. Electronic media may not be used for any other prohibited purpose, including but not limited to the list below. Any reasonable on-going and/or temporary exceptions need to be disclosed in writing (see bottom of 2nd page) and approved by executive director.
      - Private business
      - Political Campaigning
      - Personal online shopping that interferes with work duties
      - Sites promoting exclusivity, hatred, or positions which are contrary to the MWMW’s embracing cultural diversity
      - Inappropriate sites containing adult conduct, online gambling, or dating services
   b. **EMAIL USAGE**
      - MWMW email activity shall be conducted utilizing MWMW email addresses unless
permission is granted otherwise.

- MWMW email system is used for MWMW business and should be used in a professional manner. Email users should read email policy and email etiquette before volunteer start date. Volunteers and employees are responsible for monitoring their incoming emails and should not accept or forward personal emails that consist of jokes, chain letters, and personal information.

c. **Social Media**

- MWMW volunteers and employees must maintain an online presence of high moral integrity. Any violation of this may result in you being removed from your position.
- Excessive use of social media platform while on duty is prohibited.

3. **Right of Access**

MWMW has the right to access any electronic media that may be located on MWMW owned equipment/network/platforms at any time without the consent of the creator/user. At any given time, the creator/user must comply with leadership requests for access to any MWMW owned materials/content.

4. **Pictures**

a. Staff and Volunteers **may not** post pictures of minors participating in program events on their personal social media platforms. You are allowed to share any posts from an official Mission Waco platform to your own platform. Do not use or reshare the pictures for any illegal purposes.

b. All programs will have a photo release clause for participants to sign (and legal guardians/parents signing for minors).

c. **Photos/Videos/Media** are allowed to be taken/shared for events/people in public spaces (for example, JFM, REAP, WCC & FTM, Clothesline, Meyer Center, etc) or events open to the public (fundraisers, community events, etc). Though other rights, restrictions and guidelines on these pages still apply as applicable.

5. **Electronic Media Recordings**

a. Electronic media recordings made with MWMW owned digital equipment or in performance of MWMW business are the property of MWMW and not for personal use.

b. No body worn digital recording device may ever be used while on duty

c. No electronic media recordings may be made in the following situations:

1. In areas where there is a reasonable expectation of privacy such as restrooms, locker rooms, or break rooms
2. Engaging in conversations with an employee, volunteer, or homeless person if the recording is being made without the other’s consent
3. Someone is receiving services by a healthcare professional, lawyer, or similar professionals

d. Electronic media recordings made with MWMW owned digital equipment or in performance of MWMW business may not be converted to personal use without the permission of the President or the Executive Director.

I have reviewed and understand the above policies and procedures.

With regard to “Electronic Media: General” section on page 1 – here is my disclosure of any reasonable ongoing and/or temporary exceptions of using electronic media/equip. for non-MWMW business purposes:

_________________________________________________________________________________________

_________________________________________________________________________________________

________________________       ______________________________      ___________

Print Name                  Signature                  Date

If applicable:

________________________       ______________________________      ___________

Exec. Dir. Signature                  Date

MWMW Board Approved 3.21.19