

DOVER GARDENS KENNEL AND OBEDIENCE CLUB
INFORMATION TECHNOLOGY AND SOCIAL MEDIA POLICY
Version 1.0

About the Policy

Dover Gardens Kennel and Obedience Club (DGK&OC) has developed this policy to provide guidelines for the appropriate use of Information Technology, including Social Media, to assist in providing a safe environment both physically and emotionally for members, volunteers and others providing a service to the Club.

Guiding Principles

DGK&OC acknowledges that Information Technology, including Social Media, is an effective communication tool that businesses and other organisations can use to communicate to their audiences and promote their services/activities.

DGK&OC encourages all our members to show respect towards the Club's instructors, committee members, volunteers and other club members at all times, including on social media.

At the DGK&OC we believe in open communication at all times and we encourage members and volunteers to contact an instructor, the Head Instructor, President or a committee member if you would like to raise any issues or concerns.

However, DGK&OC has recognised the potential for IT, particularly Social Media, to be used inappropriately and/or in a manner which may be considered to be disparaging, bullying or even illegal.

To whom does the Policy apply?

This policy concerns the use of IT by committee members, instructors, volunteers and club members and others who may access DGK&OC Dover Gardens Kennel and Obedience Club IT platforms.

To what does the Policy apply?

The Policy applies to the use of Information Technology, including but not limited to:

- 1 Social Media;
- 2 Email services;
- 3 Instant messaging services;
- 4 Text messages; and
- 5 Telephone calls

What is Social Media?

"Social Media" includes online services and tools used for publishing, sharing and discussing information.

Social Media includes, but is not limited to:

- Social networking websites (e.g. Facebook, MySpace)
- Micro-blogging sites (e.g. Twitter)
- Video and photo sharing websites (eg YouTube, Flickr)
- Blogs (including weblogs, corporate blogs, personal blogs and blogs hosted by traditional media publications)
- Online forums, chat rooms and discussion boards
- Any other websites that allow individual users or companies to use simple publishing tools (e.g. Tumblr)

What Dover Gardens Kennel and Obedience Club expects on the Club's Website and the Club's Official Facebook Page

- **DGK& OC encourages positive informative messages including (but not limited to)**
 - Promotion of and information on DGK& OC activities e.g Obedience, Rally-Obedience & Fly-ball training.
 - Promotion of and information on DGK& OC and other Club events e.g. Obedience, Rally-Obedience and Fly-ball Trials
 - Posting information of interest to members
 - Acknowledge of members successes
 - Posting photos e.g. of Club events
- **When posting messages individuals or groups**
 - Ensure that content posted is factually accurate and complies with DGK&OC policies including those that relate to confidentiality and disclosure and Occupational Health and Safety.
 - Be courteous and respectful to DGK&OC members, volunteers, visitors and invitees e.g. stewards, judges & patrons.
 - Be respectful of all individuals and communities with which you interact online.
 - Respect copyright, privacy, financial disclosure and other applicable laws when posting content on social media
 - Before posting any statements or comments on behalf of DGK& OC or which may be construed to be attributed to DGK& OC permission must be obtained from DGK& OC Committee.
 - The DGK&OC logo must not be used without prior written authorisation from the DGK&OC Committee

What Dover Gardens Kennel and Obedience Club will not accept on its Website or Official Facebook page, but not limited to:

- Posting of any content that could be considered disparaging, embarrassing, obscene, defamatory, threatening, harassing, discriminatory, libellous or hateful to another person or entity, including, but not limited to, DGK& OC members, volunteers, and invitees e.g. stewards, judges, & patrons.

Removal of material from any Social Media site.

- When requested by the Committee of DGK&OC, none removal of any posting immediately following the request will be considered to be a breach of this Policy.

You are responsible for what you post since it is a public medium

- **Be mindful:** Any comments made or images, videos and photographs posted on social media platforms, irrespective of privacy settings are public remarks and can be shared, copied and distributed to a wider audience than may have been originally intended and therefore become publically published views. There is no such thing as a 'private' social media site, even if you delete a post.
- **Consider:** If the content of the message would not be acceptable for face to face conversation then it is not acceptable for a social networking site.

Breaches of the Policy

Any complaints about breaches of this Policy will be dealt with seriously, confidentially and expediently by the DGK&OC Committee. Action that may be taken includes, but is not limited to, issuing a formal warning, withdrawal of membership from DGK&OC, information being provided to affiliate bodies and/or to SA Police.

Policy updates

This policy is to be reviewed in 2 years or earlier if deemed necessary by the committee. It is to be communicated to members via the DGK&OC website and official Facebook page and be available at our office to anyone who requests it.

Adopted: October 2016

To be reviewed by: October 2018