

CASA KANE COUNTY

SOCIAL MEDIA POLICY

This policy provides guidelines for staff and advocates (CASA/GALs), when maintaining profiles on and using online/social media communication sites, such as Facebook, Linked In, TikTok, Instagram, Snapchat and any other online medium of communication and/or networking.

All CASA Kane County policies and procedures apply to your use of CASA Kane County electronic systems, websites, and online/social media communication sites. In addition, if you choose to identify yourself as CASA Kane County staff, advocate, or volunteer on a non-CASA Kane County electronic system, website, or online/social communication media, all of the CASA Kane County policies and procedures apply to your communications.

- You may not comment on case status or outcomes in court, refer to or post pictures of CASA children, their families, social workers, or judicial partners, or provide any confidential information pertaining to the CASA children, staff, and volunteers.
- You may not post or download inappropriate material, links to inappropriate websites, or inappropriate or offensive comments, including any content that can be viewed as harassing, discriminatory, obscene, aggressive, illegal, or a personal attack.
- You may not create the impression that the views expressed through any electronic or social media outlet are anything more than personal opinions.

Advocates and staff members may connect with a CASA child or child's family member using an online resource, if mutually agreed. Any information that would not be shared in person may not be shared online. Personal information in the Profile area of the site and in general communication should be limited at the discretion and responsibility of the advocate and staff member. Volunteers should not link to personal pages (or become online "friends") or exchange personal email addresses or phone numbers with the families or children they may encounter in their capacity as a volunteer.

By posting content on any online channel owned by CASA Kane County, you give CASA Kane County a non-exclusive, royalty-free, perpetual and worldwide license to use your content including the right to copy, distribute, transmit, display, reproduce, edit, translate and reformat and incorporate into a collective work. Other participants on social media channels may use your posted content beyond the control of CASA Kane County, and CASA Kane County does not have the ability to monitor, intercept or otherwise remove your content from any web presence owned by another entity.

Please remember that social networking activities – unless specifically assigned as part of your job or volunteer duties – are personal and should be done on your own time.

Anyone found to be in violation of this policy may be sanctioned or dismissed at the discretion of the CASA Kane County Executive Director.