Volunteering Canterbury
Social Media and Cybersafety Policy
Approved by VolCan Board 27 October 2015

1. Purpose
This applies to all Volunteering Canterbury (VolCan) staff, volunteer and paid, and to Board members. It is written for our mutual protection.

2. Background
VolCan encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of our mission.
The use of social media technology follows the same standards of professional practice and conduct associated with everything else we do. Common sense and sound judgment should help us avoid the most vexing issues.

3. Definitions
"Social media" and "Web 2.0" are umbrella terms that encompass the various activities that integrate technology, social interaction, and content creation.
Social media use many technologies and forms, such as websites, blogs, photo and video sharing, podcasts, social networking e.g. Facebook, and others

4. Cybersafety
- Use of the Internet and other communication technologies at Volunteering Canterbury is, at all times, to be limited to appropriate use. This may include research and staff professional development. The internet is not to be used to check any staff member's personal e-mail except with the express permission of the Manager (to minimise risk of viruses).
- Volunteering Canterbury reserves the right to check communication technology-related work or data of staff at any time.
- Any issues or incidents involving communication technologies at Volunteering Canterbury are to be documented and reported to the Manager as soon as practicable.
- When using the internet staff must take care to ensure they meet their personal and VolCan's obligations under relevant legislation, for example the Privacy Act. No illegal material is to be accessed or illegal activities carried out using VolCan's technology.
- No outside person is to use any of the VolCan computers except with permission of the Manager.
- No-one is to change any computer "desktop" (front screen), or install, update, or change any programme, without express permission from the Manager.
- No e-mail received by Volunteering Canterbury is to be deleted, moved, or replied to, except with permission of the Manager.

- E-mail must not be used for sending or forwarding chain e-mails or for material which is offensive, obscene, sexist, pornographic or has otherwise inappropriate content and/or language.
- Security of information cannot be guaranteed over e-mail networks. Remember an e-mail is as public as a postcard.
- Any discussion of the workplace or colleagues on the internet may be grounds for dismissal. This is in accordance with a suggestion from Kathryn Dalziel, (on behalf of the Office of the Privacy Commissioner) who has pointed out that such discussion can have far-reaching consequences.
- There will be no downloading of copyright material from the internet.
- No floppy disk, CD or USB Drive from outside this organisation is to be inserted in any Volunteering Canterbury machine except with the Manager's express permission.
- No software is to be installed on any VolCan machine, except with the Manager's approval. This includes any applications, applets, helpers, toolbars or any other software product on CD, portable drive, or from the internet. If there is an application you think is required, inform the Manager. Unauthorised software installation has the potential to compromise the security of all the Volunteering Canterbury computers.

5. Use of social media space

If you have a personal Blog or other publicly accessible online presence, e.g. Facebook profile or page, you must conduct yourself so as not to adversely affect this organisation or its members.

When working at VolCan please refrain from any online activity that doesn't bring value to VolCan. Consider personal online time as you would personal phone calls or e-mails, i.e. only for matters that cannot be dealt with at any other time. No staff member should conduct VolCan business via any personal online space.

6. Ownership of social media information

Any social media services, such as Facebook, Websites, Blogs, Twitter, YouTube accounts and any other social media services that were created to promote, advertise or create an online presence for Volunteering Canterbury, will remain the property of Volunteering Canterbury.

7. Information that cannot be published:

Confidential information about Volunteering Canterbury
Information and/or personal comments about individuals