**CASA of \_\_\_\_\_\_\_\_\_\_\_ Social Media and Press Policy**

**CASA of \_\_\_\_\_\_\_\_\_\_\_**

**101 S. Main St.**

**Bellefontaine, OH 43311**

**(937) 599-7275**

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CASA of \_\_\_\_\_\_\_\_\_\_\_ staff, volunteers and board members, shall refrain from posting inappropriate material, links to inappropriate websites, or undesirable comments, references or pictures anywhere on the web where the posting directly or indirectly makes reference to the \_\_\_\_\_\_\_\_\_\_\_ County CASA or any name meant to refer to the organization. Volunteers or staff found to be in violation of this policy may be sanctioned at the discretion of the CASA of \_\_\_\_\_\_\_\_\_\_\_ Executive Director or Licking County Juvenile Court.

This policy includes public postings to any electronic media including, but not limited to intranet and internet forums, blogs, web logs, photo blogs, online web communities, list serves, internet diaries, instant messaging, text messaging, podcasts, amateur video sites, and all web postings—such as those in chat rooms, on bulletin boards, websites or web pages. Wikis, public/shared email, online compilations of photographs or videos, and links to any of the foregoing items are also prohibited.

“Inappropriate material” shall be defined as postings, depictions or descriptions of illicit substances and/or their paraphernalia, underage drinking; harassing, hostile, false, or confidential information and any other acts that violate local, state, federal, or CASA of \_\_\_\_\_\_\_\_\_\_\_ policies. Also prohibited are prejudiced or discriminatory statements against individuals, businesses, government agencies or groups. Volunteers and staff within CASA of \_\_\_\_\_\_\_\_\_\_\_ should avoid creating the impression that the views expressed through any electronic or social media outlet are anything more than personal opinions.

Postings which directly or indirectly make reference to CASA of \_\_\_\_\_\_\_\_\_\_\_ include, but are not limited to, postings which name CASA, the Court Appointed Special Advocate Program or any name meant to refer to the organization; photographs or videos which display any CASA of \_\_\_\_\_\_\_\_\_\_\_ sponsored activities; postings which link to any local, state, national, international web page referring to CASA; and usernames or email addresses which indicate an affiliation with CASA of \_\_\_\_\_\_\_\_\_\_\_. Such postings or inappropriate material may be sanctioned under the discretion of the Executive Director.

Any statements to print, radio or television media related to programming should be authorized by the Executive Director or the Court. Any case-related press releases or statements are generally prohibited. In the unlikely event that a statement related to a case or child becomes prudent or necessary, it will be at the discretion of and delivered by the Court or the Executive Director. The Executive Director shall be notified of any press releases or statements to the media within 24 hours, but in advance if possible. The board president will be responsible for disseminating necessary information to the board membership.

*I have read, understand and will abide by \_\_\_\_\_\_\_\_\_\_\_ CASA’s* ***Social Media and Press Policy****.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CASA Volunteer or Staff Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_