**Social Media Agreement**

**DEFINITION OF SOCIAL MEDIA**

Social media is the term used for internet-based tools for sharing and discussing information amongst individuals and groups. It refers to user-generated information, opinion and other content shared over open digital networks.

Social media may include:

* social networking sites (for example Facebook, Myspace(outdated – replace with Instagram), LinkedIn,)
* instant messaging (for example SMS)
* micro-blogging (for example Twitter)
* video and photo sharing websites (for example Flickr, Youtube)

**CONTENT OF POSTS AND COMMENTS**

**Becoming authorised to comment**

* Volunteers may not comment on social media unless authorised by *\*\*\*Organisation Name\*\*\** with explicit approval by Management.
* You are expected to maintain the same high standards of professional conduct and behaviour online as would be expected elsewhere.
* It is never acceptable to engage in harassment, bullying, illegal or otherwise inappropriate activity, whether you use an official or private social media account.

***Be aware of your responsibilities when you mix your work and personal lives***

* Do not publish personal opinions on official social media accounts.
* Be clear that your views are your own, when using your personal account.

***Use your discretion***

* Always seek advice if you are in doubt about whether information can be made public.

I understand and agree to the Social Media Agreement.

**Signed:**

**Full Name:**

**Date:**