

*Guidelines and Policies*  
*Regarding Internet Presence, Social Media*  
*and other Electronic Communications*

*September 2017*



*Congregation of Our Lady of Charity of the*  
*Good Shepherd*

**Guidelines and Policies**  
**Regarding Internet Presence, Social Media**  
**and other Electronic Communications**

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*Each community makes the mission of the congregation visible in a particular way. Whatever the diversity of our ministries they are an expression of and a participation in the community commitment to this mission.*

*To further our ministry and keep aware of current events and trends, we make use of the means of social communication, observing necessary discretion.* *Con. Art. 39*

This quote from our constitution can seem a bit out of date in the digital age in which we live today. However the caution for discretion is still to be taken seriously.

Many forms of electronic communications and internet presence allow Good Shepherd Sisters and mission partners to share news and circulate information. This enables us to build connections and strengthen networks and partnerships. At the same time, internet availability and innovative forms of social media call us to find the most effective ways to use them in a way that promotes our mission and values. Responsible use of the various forms of media—audio, visual and traditional text—involves being sensitive to the impact of our communication on persons and their reputation.

We offer these general guidelines and policies in this regard. If your unit does not already have Guidelines and Policies Regarding Internet Presence, we strongly encourage you to develop or adapt these Guidelines.

**Guidelines Related to Internet Presence**

**Articles:** When submitting an article on Social Media.

**Photos:** Posting Photos on Social Media.

**Media:** Publishing and Interviews.

**GSSWEB:** Safe-guarding your GSSWEB Account.

**Security:** Protecting your Electronic Devices from Hacking, Malware and Viruses.

*Province: .....*

*Congregation of Our Lady of Charity of the Good Shepherd*



***PHOTO RELEASE***

***FOR PERSON UNDER 18 YEARS***

I hereby grant the above Congregation permission to use \_\_\_\_\_ likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration.

I understand and agree that these materials will become the property of the Congregation and will not be returned.

I hereby irrevocably authorize the Congregation to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing the Congregation's programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein this likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release and forever discharge the Congregation from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am \_\_\_\_\_ and on the behalf of \_\_\_\_\_ I agree to the above conditions set out in this contract. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

\_\_\_\_\_

Print Name

(Signature)

(Date)

*Province: .....*

*Congregation of Our Lady of Charity of the Good Shepherd*



***PHOTO RELEASE***

***FOR PERSON OVER 18 YEARS***

I hereby grant the above Congregation permission to use my likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration.

I understand and agree that these materials will become the property of the Congregation and will not be returned.

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I hereby hold harmless and release and forever discharge the Congregation from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am ---- years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

\_\_\_\_\_

Print Name

(Signature)

(Date)

***When submitting an article on Social Media:***

- People named in an article must give permission for his/her name to be used.
- The location of a ministry serving women and children should never be identified or published.
- Use the Congregational language when referring to ministries. For example: (Instead of writing "prostitute woman" we use "**woman in a situation of prostitution**").
- Give the source of an article when sharing it on your Province website, even if is from the Congregational website.

***When posting photos on Social Media:***

- Consider the consequences of uploading photos to Social Media. For example, photos that could damage someone's reputation.
- Avoid breaking copyright laws by identifying the source of photos.
- People in photographs must give **written** permission for his/her picture to be posted; children's photos (under 18 years old) need parental permission. Legal can be taken against you and the Congregation if written consent is not given.
- Be attentive to facial expressions and body positions.
- Write a caption when posting photos to help others understand the context of the event.

- Review and edit work before posting.
- Seek advice if you are uncertain about the impact of what you are posting.

### *Publishing and Interviews:*

- Before agreeing to any public interviews consent of your province leader is required.
- Before publishing books or other materials, refer to PAM page 39, N° 2.D/E

### *Safe-guarding your GSSWEB Account:*

- If you are connecting to GSSWEB Services, the “reserved area” or “webmail” from public Electronic Devices please be sure you do not save your password on any Internet Browser (Explorer, Chrome, Mozilla etc.)
- When you insert your password be sure that it cannot be detected. If this happens, change the password as soon as possible. A good practice is to change your password once or twice a year.
- If you feel your account has been hacked, please immediately contact [com@gssweb.org](mailto:com@gssweb.org) asking for a password reset.

### *Protecting your Electronic Devices from Hacking, Malware and Viruses.*

- Install an antivirus on your Electronic Devices and keep it updated every day, most popular antivirus are effective.

- Once a week scan your Electronic Devices with Antimalware Software.
- If you receive a “spam e-mail” or one that seems strange, **please do not open any attachments.** Some e-mails can look genuine but maybe well done fakes.
- Be careful if you receive an email requesting any information regarding Bank accounts, Credit cards or seeking financial assistance. This type of request should always be verified by personal phone call.
- When you are looking for “free” software, remember that no one will give you something for nothing. Pay attention because this is the most common way your Electronic Devices can be infected with malware or a virus.
- Before you connect any USB pen or external drive to your Electronic Devices - be sure to scan it with your antivirus.
- Keep your Electronic Devices protected by password. The stronger the better - use more than eight characters; include numbers, symbols, capital and lowercase letters.
- If you feel your Electronic Device is operating strangely or has become particularly slow, please shut it down and contact a technician.

### *Annex:*

- + Permission Form For photo.
- + Parent’s permission Form For child’s photo

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Approved by the Congregational Leadership in 1/3/2018