



Lindley G. Cook 4-H Camp's Internet Use Policy for Staff

SACANDAGA

Dear Staff,

I'm excited you decided to be a part of our family. As Stan Lee once wrote in a Spiderman comic... "With **great** power comes **great responsibility**". You will have an amazing impact on the lives of the children you work with. In order to protect those children, and yourselves, we have an internet policy in place.

At Camp Sacandaga, we share a year-round commitment to our campers' healthy development. We work diligently, in our hiring practices, training programs, and communication policies, to educate, protect, and nurture our camper clients. Above all, we seek to set a shining example, knowing that our own behavior – throughout the year – is our most powerful teaching and leadership tool.

We also recognize that our staff as adults who are entitled to a private life outside the boundaries of the camp community. Our hope is that you, as a Camp Sacandaga staff member, will lead all aspects of your life with pride and integrity. We hope you also recognize that private aspects of your life, such as your personal relationships or the manner in which you spend leisure time with other adults, will remain private. Seeing the bright line between appropriate and inappropriate sharing when communicating with our camper clients is essential.

Our Internet use policy is consistent with the values expressed above. We encourage you to read this policy carefully and ask questions about it before signing your contract. We also encourage you to consult this policy often. Copies appear in your staff training manual, on the bulletin board in the staff dining room, and on the camp's official website.

Safety : First and foremost, we are concerned with your safety and the safety of our campers. This means:

- The only type of relationship that is permitted between a camper and a staff member at Camp Sacandaga is a professional leadership relationship.
- Romantic relationships, at any time, in person or on the Internet, are never permitted.
- Socializing between staff and campers in the off-season is permitted only at official, supervised camp functions or our camp's Official Facebook page. Other off-season socializing between campers and staff is not permitted. Staff is not allowed to "friend" campers on Facebook or other social media websites.
- If you become aware of any in-person or cyber-bullying, contact the camp director immediately.
- If a camper reveals to you – in person or on the Internet – any information that makes you concerned about that camper's safety, contact the camp director immediately.

Reputation : As a Camp Sacandaga staff member, you represent camp before, during, and after the season.

This means:

- How you behave is a reflection on both you and camp, especially when you are at camp, wearing camp gear outside of camp, and posting in the camp's Facebook page.
- How you behave in public spaces, whether that be the Internet or Wal-Mart, enhances or erodes your reputation as a person and as a youth development professional.

- Our expectation is that whatever you post online will be accurate, kind, and wholesome.

Camp Sacandaga reserves the right to not hire you, terminate your employment or not rehire you if your offline or online behavior – at any time before, during, or after the camp season – causes serious concern about your judgment and professionalism.

Privacy : We respect your privacy and that of our camper clients. This means:

- Staff are never allowed to share, modify, or send photos of camper clients.
- Staff are never, at any time, permitted to post photos of camper clients.
- Staff photographers are permitted to photograph campers during the season, for our newsletters and website, but those photos (and any copies or modifications) are the property of the camp. All children are required to sign a photo release in order for camp to use their photos.
- Staff are never permitted to photograph any camper clients engaged in any private activity, including sleeping, using the bathroom, or changing.

Your presence on the Internet should restrict camper access. This means:

- Do not share your personal e-mail address, cell phone number, or screen name with any camper clients.
- Do not permit current or past campers to have access to your pages or photos on any social networking site, such as Facebook.
- If you receive any Internet communication from a camper, redirect them to the camp's Facebook page, which is part of the camp's official website.

We remind you that the Internet is public space. Your behavior online is, ultimately, not private. Keeping that in mind will help you make good decisions with what you say and do.

Community : Camp Sacandaga recognizes that the foundation for growth, for campers and staff alike, is the strong bond that forms between campers and staff. These child-caregiver relationships are the prerequisite for development in social skills, independence, self-esteem, and an adventuresome spirit. One of our goals is to nurture those relationships before, during, and after the camp season, in sanctioned, supervised ways. This means:

- Your off-season contact with camper clients is encouraged in three ways: (1) In the camp's official Facebook page; (2) In the printed Holiday Cards, snail-mailed to all of the previous season's campers; and (3) traditional letters or postcards to campers.
- No staff or camper may use the camp's name or logo to create any unofficial Internet sites.
- We recognize that you are part of many communities, such as your school and your family, where the rules about what can be discussed or shared are different. In accord with our mission, we ask that when you communicate with the camp community, your behavior be honest and appropriate.
- We remind you that child pornography is illegal. Visiting child pornography sites on the Internet, purchasing, possessing, posting, or exchanging child pornography are all criminal acts. Engaging in such crimes can permanently scar your reputation and potentially that of the camp.
- During the season, staff are permitted to use the camp computers or their personal computers during specified times (e.g., free periods or days off) and in specified places (e.g., the nature center). Camp computers may be used for correspondence and research, but may not be used for gaming, commerce, or viewing any sort of pornography.

You are a youth development professional and we encourage you to behave at all times in ways that reflect the seriousness of that responsibility. Thank you for understanding and being the great influence in the lives of children!