

## **Dominican Associate Blog User Guidelines**

**The following are guidelines for engaging on the Dominican Associates Blog and other online activity.**

- Follow the three Rs of Social Media Engagement: Representation, Responsibility, and Respect.
- Realize that when you engage in interaction with others, you will be seen as representing the Dominican Sisters ~ Grand Rapids and Dominican Associate Life.
- Take responsibility for ensuring that any information referring to the Sisters, Associates, or Dominican Center, or other information you present, is factually correct and accurate, and do not breach confidentiality or privacy requirements.
- Show respect for the organization, congregations, individuals, and other communities or businesses with which you interact or which you discuss.

**Members of our Associate Communications Committee are serving as our Administrator Team. The Blog Administrators maintain the final right to refuse or remove content deemed inappropriate or outside the parameters of the blog's intent, thus safeguarding this communication environment.**

- Authors of online and e-mail content must not share information that is confidential and proprietary about Dominican Sisters ~ Grand Rapids Members or Associates. (This includes information about finances, members, strategy, and including information not released to the public by the Associate Director or Dominican Sisters Leadership Team.)
- Authors of messages, posts, and comments are encouraged to write clearly, concisely and respectfully at all times. Unfounded or derogatory statements of any kind can result in termination of privileges.
- Do not endorse or oppose political candidates. We are a nonprofit organization, and it is unlawful for an organization with a 501 (c) 3 status to do so.
- Information shared online (e.g. text, poetry artwork, images, photos, sound bytes, music, etc.) must ordinarily be your own original work. In cases where you use short quotations from the work of others, citation of the source and author is required before using. Use of copyrighted materials of any kind is illegal and can result in a fine of \$10,000 for each instance and possible jail time. Recognize that you are legally liable for anything you write or present online.
- Please do not use the blog for direct/personal prayer requests. Our DCommunity Ways contains a vehicle for sharing prayer requests with the broader community. Only Associates and only those who log in will see the prayer requests on the blog.