



Dons Trust Acceptable Use Policy for Social Media

This acceptable use policy has been developed to accompany the Dons Trust Proboards members' forum (a form of social media).

Social media is any tool or service that facilitates conversations over the internet. They are a common means of communication and self-expression. It is essential that volunteers and members make informed decisions about how they use Proboards and so the Dons Trust has adopted the following policy.

We want everyone to feel safe, respected and unthreatened online, so please follow the five principles below. Failure to follow the policy could lead to sanctions including removal from the the Dons Trust Preboards forum.

You should know the five principles before engaging in online conversations. If you have any questions about these principles please contact us via contact@thedonstrust.org.

- 1. Be Transparent:** All Dons Trust members are invited to register to use Proboards. You will need to register and create an account. Your registration should be your firstname.lastname (ie Jane.Lonsdale). Once registered, and verified as a Dons Trust member by a member of the Proboards admin team, you can upload a photograph which ideally should be a picture of your face (head and shoulders).
- 2. Be Responsible and Respectful:** Make sure you're engaging in social media conversations the right way. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.

Posts should not include any content that is obscene, indecent, pornographic, seditious, offensive, defamatory, threatening, liable to incite racial hatred, menacing, blasphemous or in breach of any third-party intellectual property rights.

Remember that anything posted in social media can reach unintended recipients if it is forwarded or shared. This means it can go viral. This can happen no matter what your

personal privacy settings may be, so be sure you're only posting content that you would feel comfortable showing to anyone.

Please treat others how you would wish to be treated. The Dons Trust is an inclusive and diverse organisation, so don't swear or use terms that can cause offence as these could exclude other members from taking part and enjoying their experience of Proboards.

As a general guideline don't say anything you wouldn't say to a friend, or stranger, if you were to meet them face to face. Remember that with online communication there isn't the benefit of reading someone's body language, so please signal your emotions using emojis where possible.

- 3. Protect Information:** Social media encourages you to share information and connect with people. When you use social media, you should try to build relationships, but you should also be aware that through your relationship with the Dons Trust you may have access to confidential information that shouldn't be made public.
- 4. Follow the Code of Conduct, Follow the Law:** Social media lets you communicate incredibly fast and information or messages can "go viral". This makes it difficult to fix an inaccurate message once you've shared it. The best thing to do is double-check all content before you share it, both for accuracy and to make sure it isn't offensive in any way.

You must not post anything which infringes any applicable laws, regulations or third-party rights, for instance by posting material which is obscene, indecent, pornographic, seditious, offensive, defamatory, threatening, liable to incite racial hatred, menacing, blasphemous or in breach of any third-party Intellectual Property Rights.

- 5. Be Nice, Have Fun and Connect:** Social media is a place to have conversations and build connections, whether you're doing it for yourself or the Trust. The connections you'll make on social media will be much more rewarding if you remember to have conversations rather than push agendas.