**Support Organization for Trisomy 18, 13, and Related Disorders (SOFT)**

**SOCIAL MEDIA POLICY**

**POLICY**

This policy provides guidance for members of the SOFT Board of Directors, State Contact/Chapter Chairs, and Committee Chairs and committee members. The use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micorblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

**PROCEDURES**

The following principles apply to professional use of social media on behalf of SOFT as well as personal use of social media when referencing SOFT.

1. The above mentioned members need to know and adhere to the SOFT Social Media Policy, and other policies when using social media in reference to SOFT.
2. The above mentioned members should be aware of the effect their actions may have on their images, as well as SOFT’s image. The information that members post or publish may be public information for a long time.
3. The above mentioned members should be aware that SOFT leadership may observe content and information made available by members through social media. Members should use their best judgment in posting material that is neither inappropriate nor harmful to SOFT and its general membership.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.
5. The above mentioned members are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is confidential or not public, members should check with the president, vice president, past president, board advisor, or founding members.
6. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members should refer these inquiries to the SOFT authorized spokespersons First contact the SOFT President, and then the president will confer with the board advisor to the Legal Committee and the board advisor to the Trisomy Awareness Committee to determine appropriate action.
7. If members encounter a situation while using social media that threaten to become antagonistic, members should disengage from the dialogue in a polite manner and seek advice.
8. The above mentioned members should get appropriate permission before you refer to or post images of current or former members. Additionally, members should get appropriate permission to use a third party’s copyrights, copyrighted materials, trademarks, service marks or other intellectual property.
9. If the above mentioned members publish or post any information associated with SOFT, a disclaimer should be used, such as this: “Notice: All discussions that appear on this board or associated with the SOFT Board of Directors or SOFT serve to give a unique perspective into our personal experiences, and cannot replace one on one individualized care between a patient and their medical team. The words and ideas here serve only as a reference and are not intended to diagnose or treat any known or unknown illness or condition.”

I have read the SOFT Social Media Policy and I agree to abide by the requirements of the policy. I understand that violation of this policy will lead to disciplinary action, up to and including removal as a board director, state contact/chapter chair, committee chair or committee member as detailed in the SOFT By-laws regarding removal.

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_