

Dorchester Presbyterian Church
Telephone and Electronic Communication Use
Session Approved: November 21, 2018

- 1) Personal telephone calls, texts, emails, and other forms of personal communication should be kept to a minimum while on the job and never should be allowed to interfere with job responsibilities. Personal long distance phone calls should not be made using church telephones.
- 2) Cell phone use should be kept to a minimum while operating a motor vehicle when on church business or transporting members either with the church bus or personal vehicle. Texting while driving is illegal.
- 3) Appropriate use and access of the internet and other forms of information or technology is expected.
- 4) Good Shepherd School staff (excluding the Director and Co-Director) are restricted from use of cell phones on the playground, in the buildings, and while supervising children. Cell phone use is limited to approved breaks as determined by the Director. Under no circumstances should personal phones, cameras or recording devices of any kind be used to photograph children.
- 5) Postings on social media through individual staff accounts of GSS children, parents, or GSS business and/or GSS-related events are prohibited. Only GSS staff with approved authority by the GSS Board of Directors may post on official GSS and/or DPC social media websites.
- 6) Employees of GSS should not be “friends” or “followers” on social media with parents of and/or children enrolled in the Good Shepherd School.