

# SFM Quaker Cloud Policy *vers 1 15 2019*

*Based on Central Philadelphia Monthly Meeting QC Website Policy*

- The purpose of this website is to:
  - Provide information for Seekers, Attenders, & Members.
  - Share news of ourselves and our community.
  - Publicize events within our Meeting and the community.
  - To share knowledge and other resources with one another and with our community.
- It is the responsibility of Meeting Members to be aware of this document and to refer to it as needed.
- This document will always be publicly available for review at the SFM Quaker Cloud website.
- It is the responsibility of individuals fulfilling roles identified below to be familiar with this document and uphold the standards and dictates herein.

## Governance & Stewardship

- Ongoing care for the Meeting's online presence is to be held by the Website Content Manager and the Website Administrator with help and guidance from the Meeting Clerk, Assistant Clerk and Committee Clerks.

## Roles & Responsibilities

### Website Content Manager

- Reviews and coordinates the posting of content from contributors to the website.
- Makes suggestions about committee-specific content to individual committee clerks.

### Website Administrator

- Executes posting and maintenance of online content.

### Approved Contributors

The Meeting Clerk, Assistant Clerk, Recording Clerk, Committee Clerks and/or designated Committee Liaisons are the approved contributors.

These individuals will discern about posting content under the care of their respective meeting roles and provide material to the Website Content Manager in a timely way. Contributors are asked to allow 5 days notification to post on the SFM Quaker Cloud website.

### Posting Policy

It is not the responsibility of the Website Content Manager to develop the content of the postings.

Because the SFM Quaker Cloud website is the official online voice of the Meeting, it is important to recognize that the privilege of developing content is a position of trust.

The role of the Website Content Manager is to advise and support contributors to maintain quality standards when publishing online content.

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- Contributors have the responsibility to always ask the question, **“Does the content I have submitted for posting advance the Quaker Testimonies of Simplicity, Peace, Integrity, Community, Equality or Stewardship in a way the meeting generally feels clear on?”**

## Protecting Member Privacy

### **“What’s appropriate content to post about other people in the Meeting?”**

- As a general rule it is best to get the permission of the person you want to post about before posting.
- It is the responsibility of contributors to use their good judgement when it comes to posting information about other people in the Meeting.
- When in doubt, ask the person you wish to post about if it’s OK.
- If they cannot comment or advise you, default to the position of protecting that person’s privacy.
- If anyone objects to a post in which they are mentioned, contact the Website Content Manager, and he or she will request that the Website Administrator edit or remove the content.

### **“What's our policy on the posting of photos?”**

- SFM’s Quaker Cloud website presents a great opportunity for outreach, one way we can do that is with photos of our events and activities.
- Meeting Members & Attenders have a right to privacy when it comes to the posting of photos online.
- Meeting Members and Attenders also have a responsibility to ask any would-be photographer to not publish their photos online.
- If an individual finds that a photo of him or herself has been posted online and they wish to have it removed, they should contact the Website Content Manager. The Website Content Manager will request that the Website Administrator remove the photo.

### **“What's our policy on the posting of photos of children?”**

- Until there is a Meeting approved and implemented policy on taking photos of children, the SFM Quaker Cloud will not post any pictures of children.