



## **Notre Dame Seminary**

### **Communications and Social Media Policy for Seminarians and Students**

Notre Dame Seminary and its affiliates recognize that seminarians and students will use the internet to conduct ministry, educate, and communicate with the faithful, associates, and friends. Social Media, in particular, provides various ways for individuals to interact and has changed the way we communicate and share information.

This policy is established to make every effort to ensure the safety of producers and consumers of social media, while at the same time ensuring the integrity of the message we proclaim.

These guidelines apply to all seminarians and students at Notre Dame Seminary.

#### **Communications**

All matters of Notre Dame Seminary that require news releases, public statements, or media interviews must be coordinated with Director of Communications for Notre Dame Seminary and/or the Director of Communications for the Archdiocese of New Orleans and reviewed and approved by the Rector/President.

#### **Authorization for Public Statements**

In the event where media inquiries are urgent or in a crisis situation, the Rector/President will serve as the spokesperson for Notre Dame Seminary. No statement may be made on behalf of Notre Dame Seminary by any seminarian or student unless the Rector/President has approved it.

Crisis situations are defined as any incident that may result in the external media interest that could negatively affect the view of Notre Dame Seminary or have a negative or harmful effect on faculty, staff, seminarians and/or students.

#### **Inappropriate and Confidential Material**

Seminarians and students are prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to: vulgar, obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, images, and/or videos. In addition, seminarians and students are prohibited from disclosing information that is understood to be held in confidence by Notre Dame Seminary, except by explicit permission of the Rector/President. This specifically includes personal information regarding any seminarian, student, or faculty/staff member, which you learn in the course of your enrollment at NDS.

## **Protection of Minors**

Seminarians and students are prohibited from posting personal, identifiable information, including photos and/or videos, of any minor without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, address, email address, telephone number, or any information that would allow someone to identify or contact a minor.

## **Enforcement**

Failure to comply with any of the provisions of the Notre Dame Seminary Communications and Social Media Policy will be grounds for discipline.

Notre Dame Seminary reserves the right to make changes to this policy at any time.

*Notre Dame Seminary gratefully acknowledges the generosity of the Diocese of Lafayette and the Diocese of Dallas in granting the use of its social media policies and guidelines as a resource in the development of this policy.*