HAOS PRODUCTIONS SOCIAL MEDIA GUIDELINES

Ratified by HAOS Productions Management Committee 9th June 2020

Social Media can be an extremely useful method of communication for any productions. However, it is essential that guidelines are followed to remove the risk of causing issues if social media is used inappropriately.

Netiquette: With the increasing use of social media and emails we would like to suggest some guidelines to avoid any problems with comments/statements which may be insulting or offensive to society members or reflect badly on the society as a whole. **Netiquette** refers to the generally accepted rules of behaviour for communicating in the online environment:

- **Respect fellow society members** – sending offensive messages / images and recording/ taking of photos without permission (even in situations of 'banter') is not acceptable. Any such messages / viewing or sharing of inappropriate images will be dealt with seriously by the Management Committee of HAOS Productions and may result in suspension from the society or even involvement with the Police if a criminal act may be alleged to have occurred.
- **Cyber bullying** – Cyber bullying is any use of social media or communication technology to bully an individual or group. Cyber bullying is a criminal offence under legislation such as the Protection from Harassment Act and the Criminal Justice and Public Order Act. Any cyber bullying will be dealt with seriously by the management committee and may lead to suspension from the society and may be reported to the police.
- **Use common sense** – is this message something that you would want to be sent to you?
- **During rehearsals** - mobile telephones and other electronic devices **MUST** be set to "silent" in the rehearsal room and use should be limited and used during breaks, where possible.
- **During show week** - mobile telephone and other electronic devices should be **SWITCHED OFF** in the dressing rooms, Green Room and all areas backstage. This is to ensure the signal does not interfere with radio microphones and other sound equipment on stage.
- Telephone calls should not be accepted whilst cast members are directly involved in the rehearsal (unless in emergency).
- **Recording of Rehearsals and Performances**: Please note that we are granted the rights to perform our shows on the understanding that no recordings will be made of either performances or rehearsals. In the event that you breach this agreement you, and the society, could face substantial penalties from the rights holders.
- Be careful with what you say in your posting. This information is easily forwarded and can come back to haunt you.
- Be careful when using sarcasm and humour. Internet communications are very impersonal and others may take your words as criticism.
- Be courteous and respectful of other people.
- Know who can read your open comments – may be far wider than your close "friends" or "follower" groups.
- Before posting a reply/comment, please read your message and look for the following:

1. Are you sure that the message conveys what you want to say correctly and appropriately?
2. Is your reply/comment likely to upset or offend somebody? If yes, do not send or post the message.