



Guidelines for Use of Social Media (ILT's Behaviour and Safety Policies No 5 Abridged)

Updated January 2025

ILT has a very detailed set of Communications and Use of Media Guidelines which will be uploaded in full to the web site

This is a summary of part of those Guidelines to remind all members of the appropriate use of this valuable resource.

Admin members must adhere to our Social Media Policy at all times, as must Directors and casts.

(i) Members need to be aware that their use of social media may have general or specific implications and/or consequences.

Currently, Ipswich Little Theatre Society (ILT) has active accounts with:

- Facebook: <http://www.facebook.com/ipswichlittletheatre>
- Instagram: <https://instagram.com/ipswichlittletheatre>

Official communication through social media will:

- Not comment in depth on the activities of another entity apart from providing factual information that is on the public record, unless authority to do so has been provided.
- Avoid any statement that might bring the ILT into disrepute.
- Not commit ILT to any action or initiative without appropriate authority.
- Not disclose official information unless authorised to do so or unless it is already in the public domain (e.g. previously published online or in print)

Online Conduct in General

ILT wants to promote free and open online communication, but at the same time needs to protect its image, brand and goodwill. With these goals in mind, members are reminded of the following ground rules that apply to the use of social media by members, at any time.

1. Members who engage in the use of online social media are expected to follow ILT policies at all times. These social media guidelines are in addition to, and not in place of those other policies. Violation of ILT policies while blogging, posting, commenting or using other online social media, even outside of ILT, may result in a show cause action against the member by ILT.
2. Members are not permitted at any time to disclose confidential or proprietary information about ILT or to disclose private information about ILT patrons, employees, contractors, Administrative Committee members, members, or business partners without their consent.
3. ILT respects the parental rights given to ILT and therefore members are not permitted to publish electronic communications (e.g. videos, photos, etc.) of minors at any time without the express permission of the respective child's parent or guardian.
4. Members must refrain from communication that can be interpreted as slurs, demeaning language, insults, obscene language, inappropriate content, etc. Do not provide ILT's confidential information. Any violation of this policy may result in disciplinary action.