

OCDS Internet Policy for Communities, Groups, Study Groups, and Individual Members Located in the California-Arizona Province of St. Joseph

This policy applies to all OCDS Communities, Groups, Study Groups, and individual Members **who identify as OCDS** on a website, blog, or social media. This policy only applies to **public** websites, blogs, and social media.

For security reasons, housing a website on a private server is not advised. The website platform should have adequate security. An active SSL Certificate is recommended, indicated by **https://** at the beginning of the domain address. Platforms with domain names that start with **http://** (without the 's') do not have adequate security.

The official website for the Discalced Carmelite Secular Order in the California-Arizona Province of St. Joseph is www.ocds.info.

Presidents, Group Leaders, and Study Group Leaders have shared their email addresses with the Province for official notifications. Permission must be obtained from the Provincial Council before sending unsolicited emails and links to the list of OCDS Presidents, Group Leaders, and Study Group Leaders in the CA-AZ Province of St. Joseph.


Timing for Compliance with this Policy

All public OCDS websites and blogs in which an individual member identifies as OCDS must be in compliance with this policy by January 1, 2020, and the Provincial Council Regional Representative (Regional Rep) should be notified of the existence of the website or blog by that date. New websites and blogs initiated after January 1, 2020, should be brought to the attention of the Regional Rep as soon as they go public. The Regional Rep will review the OCDS websites and blogs in his or her region for compliance on a biannual basis.

OCDS Community, Group, and Study Group Websites

Websites operated by OCDS Communities, Groups, and Study Groups represent the Discalced Carmelite Secular Order in their geographic areas. However, these websites are open to viewing on the Internet by the entire world. As recognized representatives of the Order, all such websites should only include the highest quality of material. To meet this high standard, all OCDS Community, Group, and Study Group websites in the California-Arizona Province of St. Joseph are required to comply with the following criteria:

- All website content should pertain solely to the Discalced Carmelite Order and the specific Community, Group, or Study Group.
- All website content must be vetted and approved by the local Community, Group, or Study Group Council.
- The website must not be hosted on a platform that includes outside advertising, since there is no control over the content of the advertising.
- A non-personal email account for public contacts is recommended. No contact information should be included other than the contact information for the local OCDS Community, Group, or Study Group. For example, no other email addresses, Twitter accounts, Facebook pages, phone numbers, work places, or any other personal identifying information (PII) should be included without the consent of those named.

- Links may be included to www.ocds.info, the friars' website www.discalcedcarmelitefriars.com, and the official website of the Order <http://www.carmelitaniscalzi.com>.
- Feedback forums should not be offered where anyone can post unmoderated comments that may include incorrect information or controversial ideas. Feedback and comments must be reviewed and approved by the website author to be in compliance with this website policy prior to posting.
- Additional external links should be limited to other Discalced Carmelite websites that appear to comply with this policy.
- The Discalced Carmelite Shield may be included. A jpg (photo) file of the official shield is included on the front page of www.ocds.info, and it can be copied and pasted into OCDS Community, Group, and Study Group websites. No other stylized versions of the shield may be included. 
- With the exception of the Discalced Carmelite Shield, using 'copy and paste' to obtain text and photos from www.ocds.info and other Carmelite websites is not allowed.
- Original articles and photos pertaining to Carmelite topics are encouraged. The Individuals in photos, including Discalced Carmelite Friars, Nuns, Sisters, and Seculars, must not be identified (PII) without their express permission. Permission to publish is understood with respect to articles submitted by the members of the Community, Group, or Study Group.
- Written permission must be obtained for the posting of any other copyrighted or non-copyrighted text or photos.
- Information pertaining to pilgrimages, days of recollection, and novenas should be limited solely to Carmelite activities. To avoid confusion, complete information should be provided, such as the full dates and locations of the events.
- Non-Carmelite devotions are not allowed on the website, except for Sacred Heart devotions.
- Information pertaining to apparitions and/or private revelations is not allowed.
- Information and links pertaining to political activities, rallies, and marches are not allowed, even if the Church is in full agreement with the purpose of the event.

OCDS Individual Member Websites/Blogs

Many individual OCDS members maintain personal or business websites or blogs that may or may not be related to Carmelite spirituality. Regardless of the topic or theme of the website or blog, IF the member identifies as OCDS, the following disclaimer must be prominently displayed near the beginning of the website or blog:

The contents of this website/blog represent the personal (or business) interests of NAME. The information included does not necessarily represent the official teaching or position of the Discalced Carmelite Order.

If the individual member's website or blog is in a different language, the disclaimer should be provided in that language.

Members who identify as OCDS on a website or blog must also meet the following requirements.

- The website should not be hosted on a platform that includes outside advertising, since there is no control over the content of the advertising.

- Feedback forums should not be offered where anyone can post unmoderated comments that may include incorrect information or controversial ideas. Feedback and comments must be reviewed and approved by the website author.
- Using 'copy and paste' to obtain text and photos from www.ocds.info and other Carmelite websites is not allowed.
- Discalced Carmelite Friars, Nuns, Sisters, and Seculars must not be identified (PII) in photos without their express permission.

Participation in Social Media

IF you are active on Facebook, Twitter, Instagram, or other social media sites AND you identify yourself as OCDS, it is important to remember that you are representing the Order. For that reason, the following guidelines apply:

- Comments should be respectful, courteous, and charitable.
- Avoid political arguments if at all possible.

Please refer to your Provincial Council Regional Representative for questions on any part of this OCDS Internet Policy.