**Guidelines for Masonic Websites**

The following page numbers refer to the page on the Grand Lodge of Scotland Policy Document entitled Guidelines for Masonic Websites.

• No commercial advertisements should be on any webpage. 2

• No material from the GLoS website should be used, but a link is acceptable. 2

• Material from the GLoS can only be published after seeking permission from Grand Secretary. 4

• Names, addresses, telephone numbers, email addresses, personal details or photographs of living individuals must NOT be entered on the Website without the written permission of that individual. 2

• Lodge summonses, which contain personal details, must not be posted on the open pages of the Website, though there would be no objection to a ‘news’ page commenting on what in general is to happen at the next meeting. 2

• Care should also be taken over the inclusion of copyright material. 3-4

• If a Website includes a ‘visitor’s book’ or ‘comments page’ these should be carefully and regularly monitored. 3

• Each page of the Website should display the copyright symbol © together with the appropriate text, e.g., Lodge Gleniffer 2011 (the date should reflect the period for which the Website and/or page has been in existence: e.g. 2011-2013 etc.). The full wording is on Page 6. 3 6

• The webmaster should oversee technical problems while the secretary or other brother in charge of the contents. 3-4

• It is appropriate for each Website to include a Statement detailing that Website’s ‘Privacy Policy’. 4 & 8

• Liability for material reproduced on the Lodge Website remains with the author(s) and/or originator(s) of the material concerned and not with the Lodge. 7

• The Lodge cannot, under any circumstances, change, add to, or subtract from, any material previously produced by others. 7

• Information on Social Media sites such as Facebook: 8-9 1. The Grand Lodge of Scotland has no wish to stifle communication between Freemasons, but they are prohibited from discussing matters that are the preserve of Grand Lodge. 8-9 2. Prohibited topics include, for example, disciplinary, Constitution & Laws, canvassing votes for an election, expressing opinions on matters of Religion and Politics and all matters of Grand Lodge policy. 9 The office of the Grand Secretary can be contacted by email (gladmin@grandlodgescotland.org) but please be aware that a huge volume of email enquiries is received daily at Freemasons' Hall and therefore an immediate response may not be possible. If the matter is considered urgent, please contact Freemasons' Hall by ‘phone: 0131 225 5577. Electronic Communications and Websites Information & Communications Committee Revision 5 March 2014 1 Guidelines for Masonic Websites Prepared by the Information and Communications Committee Introduction: In 2002, the Grand Lodge of Scotland, issued Guidance Notes to all Provincial and District Grand Secretaries, regarding the formation and maintenance of Websites.

**Lodges and Provincial and District Grand Lodges.**

Since that time there has been a dramatic increase in the use of electronic communication which is fast becoming the preferred method of communication. Likewise, more and more Lodges, Provincial and District Grand Lodges are creating an internet presence by designing and publishing their own Websites.

The Grand Lodge of Scotland welcomes and encourages the use of this technology but considers that it is now opportune to set out policies and guidelines on electronic communication and Website content standards to encourage consistency, accuracy, and a united direction of purpose. The creation of Websites dedicated to the Scottish Craft is a significant means of demonstrating the unique nature of Scottish Freemasonry thereby implementing the Internet’s full potential to communicate and enhance the image of the Scottish Craft, while at the same time preserving ancient usages, established customs and Landmarks.

Freemasonry is the world’s oldest secular fraternal society, with members spread throughout the world. It is therefore entirely fitting that such an Institution should have international representation. The worldwide Web allows Freemasons to be represented internationally and, with proper use, can be a major and effective tool in the process of better informing the public about Freemasonry. The lack of control over access to and placing of information on the Internet may cause problems. It is with this in mind that this Internet Code of Practice is published. It is emphasised however that individual Lodges, Provincial and District Grand Lodges who have already constructed and published Websites should strive to retain their unique nature while adhering to the above Guidelines.