

**Guernsey County Board of Developmental Disabilities**

**Policy Reference: Social Media Records Policy**

**Policy Number: 12:26**

**Board Adopted: 2/26/2019**

**Ohio Revised Code Reference: 149.43**

**SUBJECT: SOCIAL MEDIA POLICY**

**I. PURPOSE:**

This document defines the social networking and social media policy for the Guernsey County Board of Developmental Disabilities (GCBDD), the “Board.” The Board encourages the use of social media to further the goals of the Board and the missions of its departments, where appropriate.

The Board has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media site. This policy establishes guidelines for the use of social media.

**II. APPROVAL AND REGISTRATION**

All Board social media sites shall be (1) approved by the Community Relations/Special Project Coordinator; (2) published using approved social networking platform and tools; (3) administered by the contact or their designee.

**III. OVERSIGHT AND ENFORCEMENT**

Employees representing the Board through social media outlets or participating in social media features on Board websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in agency social media sites, blogs, or other social media features.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

Board employees recognize that the content and messages they post on social media websites are public and may be cited as official Board statements. Social media should

not be used to circumvent other agency communication policies, including news media policy requirements.

Board employees may not publish information on agency social media sites that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM