

Scioto County Board of Developmental Disabilities

POLICY 3.04.09 USE OF SOCIAL MEDIA

I. Scope

This policy governs the publication of and commentary on social media by employees of the Scioto County Board of Developmental Disabilities (SCBDD) during work time. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, tablets, e-mail, text messaging, telephones, cellular phones and the internet.

II. Definitions

- A. Social Media: User-created online content such as video, audio, text or multimedia, that are published and shared in an electronic environment, including but not limited to blogs, wiki's, instant messaging, YouTube, and social networking sites such as Facebook, LinkedIn, Twitter, Pinterest, and Flickr.
- B. Family Emergency: Situations which require contact with and/or intervention by the employee which are, by their nature, beyond the control of the employee. Examples include, but are not limited to: medical emergency, parenting/eldercare needs, school interactions regarding the employees' children and/or other situations where the employees' immediate attention is necessary while the employee is carrying out his/her work responsibilities during the scheduled workday.

III. Policy

- A. It is understood that the use of Social Media is an integral part of the job for many SCBDD employees. Except for work-related purposes or in case(s) of family emergency, employees should not engage in the use of Social Media for personal use during work time.

Employees are reminded that conduct that is illegal, or a violation of an SCBDD policy in the "offline" world, remains illegal and is also a violation of policy when it occurs online. While employees are entitled to express opinions and ideas, employees have a responsibility not to violate SCBDD policies or negatively impact the operations of the Agency, service recipients or any of its employees and/or Board members.

Employees should be cognizant of the fact that they are responsible for the content that may be posted, and that information remains

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essentially in cyberspace forever. Unless specifically authorized in writing by a supervisor, SCBDD employees are not allowed to represent to others that he or she is speaking on behalf of the SCBDD. When on-line, employees are speaking within their personal capacity unless the employee has been pre-approved to speak on behalf of the agency.

- B. The administration will develop a procedure to implement this policy. Violations of this policy may result in disciplinary action up to and including termination.