

## **Port Angeles Social Media Policies**

### *Posted on City Web Page*

#### A. Policy and Disclaimer

These terms and conditions of this policy apply only to the Social Media pages (Facebook, Twitter, MySpace, and YouTube) that are managed by the City of Port Angeles.

Any individual accessing, browsing and using a City of Port Angeles Social Media page accepts without limitation or qualification, the City's Social Media Policies (hereafter "Policies"). The City of Port Angeles maintains the right to modify these Policies without notice. Any modification is effective immediately upon posting the modification on the Social Media Policy page unless otherwise stated. Continued use of a City of Port Angeles Social Media page following the posting of any modification signifies acceptance of such modification.

All users of a City of Port Angeles Social Media page are also subject to the page's own Privacy Policy. The City of Port Angeles has no control over a page's privacy policy or their modifications to it. The City of Port Angeles also has no control over content, commercial advertisements, or other postings produced by the Social Media page that appear on the City of Port Angeles Social Media page as part of the page's environment.

The City of Port Angeles operates and maintains its Social Media pages as a public service to provide information about City programs, services, projects, issues, events and activities. The City of Port Angeles assumes no liability for any inaccuracies these Social Media pages may contain and does not guarantee that the Social Media pages will be uninterrupted or error-free.

The comments and opinions expressed by users of the City's social media pages are theirs alone and do not reflect the opinions of City of Port Angeles or its officers and employees.

Communications made through the page's e-mail and messaging system will in no way constitute a legal or official notice or comment to the City or any official or employee of the City for any purpose.

Any comments, articles, and any other content posted or submitted for posting are subject to public disclosure. No one can have an expectation of privacy in the use of Internet resources. People using social media should never disclose private or protected information. Sharing confidential or restricted confidential information on this page is prohibited.

## B. Facebook and MySpace Posting Policy

Although we encourage posts and comments on the Facebook and MySpace Pages managed by the City of Port Angeles, the Port Angeles Facebook and MySpace Pages are limited public forums and are moderated by City staff. All posted content (comments, photos, links, etc.) must be related to the topic at hand. The following types of posts and comments are prohibited:

Inappropriate and prohibited content subject to immediate removal from the page, includes content that:

- Is not topically related to the particular article being commented upon.
- Promotes or advertises commercial services, entities or products.
- Supports or opposes political candidates or ballot propositions.
- Is obscene.
- Calls for or encourages illegal activity.
- Promotes, fosters or perpetuates discrimination on the basis of creed, color, age, religion, gender, genetics, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Provides information that may tend to compromise the safety or security of the public or public systems. Violates a legal ownership.
- Promotes illegal activity or encouragement of illegal activity; information that may tend to compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party; or anonymous posts.
- Contains vulgar, offensive, threatening, harassing, or profane language or content.
- Personal attacks of any kind.
- Offensive comments that target or disparage any ethnic, racial, or religious group.
- Sexual content.
- Obscene materials.

The City of Port Angeles reserves the right to remove posted content that does not comply with these Policies. All posts and comments uploaded to the City of Port Angeles Facebook and MySpace pages will be periodically reviewed. All posts and comments are public records subject to public disclosure under the Public Records Act.

## C. Links Policy

### **1. Links to other Social Media Pages and External Websites Provided on City of Port Angeles Social Media Pages**

The City of Port Angeles may select links to other Social Media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the City's Policies no longer apply and users become subject to the policies of that page or site. The City of Port Angeles Social Media pages are intended specifically to share information about City programs, events and services. The City of Port Angeles is not responsible for the content that appears on these outside

links and provides these links as a convenience only. Users should be aware that these external pages and sites, and the information found on those pages and sites, are not controlled by, provided by or endorsed by the City of Port Angeles. The City reserves the right to delete links posted by outside individuals that violate the City's Posts Policy at any time without notice.

The City specifically does not provide links to:

- Pages associated with, sponsored by or serving a candidate for elected office.
- Pages supporting, endorsing or seeking to defeat any candidate for elective office, or any ballot proposal.
- Purely commercial pages with no affiliation to City projects, programs or objectives.
- Individual personal homepages.
- Individual religious pages.
- Pages containing material determined to be obscene, indecent, illegal or libelous.

## **2. Links by Other Entities to City of Port Angeles Social Media Pages**

It is not necessary to get advance permission to link to City of Port Angeles Social Media pages; however, entities and individuals linking to City of Port Angeles Social Media pages may not capture any of the City's Social Media pages within frames, present City of Port Angeles content as their own or otherwise misrepresent any of the City's Social Media page content. Furthermore, they shall not misinform users about the origin or ownership of City of Port Angeles Social Media page content. Links to City of Port Angeles Social Media pages should not in any way suggest that the City of Port Angeles has any relationship or affiliation with that organization or that the City endorses, sponsors or recommends the information, products or services of that page.

### **D. Copyright Policy**

All information and materials generated by the City of Port Angeles and provided on City of Port Angeles Social Media pages are the property of the City of Port Angeles. The City retains copyright on all text, graphic images and other content that was produced by the City of Port Angeles and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials you copy. Please include a credit line reading: "credit: City of Port Angeles Facebook (or Twitter or Myspace) Page" or "Courtesy of City of Port Angeles."

Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City of Port Angeles. Use of the City logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder and you feel that the City of Port Angeles did not use an appropriate credit line please notify the Webmaster with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

E. Other Considerations

AVOID OPMA VIOLATIONS

Councilmembers and Appointed Volunteers (Planning Commission, Parks Board) are not permitted to comment on the page.

REASON: to avoid any online discussion in violation of the Open Public Meetings Act.

Contact Us

If you have any questions or concerns about the City of Port Angeles Social Media Policy or its implementation, or if you find incorrect information or are interested in seeking permissions that fall outside of the guidelines above, please contact the City's Webmaster at [webmaster@cityofpa.us](mailto:webmaster@cityofpa.us).

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