

LINWOOD TOWNSHIP

SOCIAL MEDIA POLICY

PURPOSE

Linwood Township has a compelling interest in what is presented on behalf of the Township on social media sites. This policy sets forth guidelines for the creation and use of all social media sites by Township entities, employees and volunteers that wish to convey or disseminate Township-related information to its residents, employees and visitors.

DEFINITIONS

“Representative” shall refer to the Township supervisor that is appointed by the Town Board as the liaison to each Township entity.

“Social media” shall include but not be limited to Facebook, You Tube, Twitter, websites, discussion blogs and forums, and shall extend to and include all future forms of social media.

“Town Board” shall refer to the Linwood Town Board of Supervisors.

“Township” shall refer to Linwood Township.

“Township-related information” shall refer to comments, information, articles, pictures, photos and other images. Content on Township-created social media sites may only be posted by duly authorized personnel.

“Township entity” shall refer to boards, commissions, committees, departments and any other group organized or created by the Township or reporting to it.

SCOPE

1. This policy shall apply to all Township entities and the volunteers and employees who are members of those entities acting in their capacity as members.
2. This policy does not apply to individuals who post as individuals and not on behalf of the Township or a Township entity.
3. The Township’s official website shall remain linwoodtownship.org.

GENERAL POLICY

1. A social medium may be created and/or used by Township entities so long as its creation and/or use conform to the requirements listed herein.
2. The creation and use of social media sites by Township entities are subject to prior approval by the entity’s representative.
3. Any Township entity, employee or volunteer that receives permission from the Township representative to create or use social media shall clearly state that it is authorized to do so by the Township and that it follows this Social Media Policy.
4. Social media shall be used solely to convey information about the entity posting it. No personal information or personal opinions shall be posted by the entity, employee or volunteer.
5. Township social media pages are for relaying pertinent township information only. Posts and comments from the public will not be permitted.
6. Any Township entity creating or using a social medium shall designate a member(s) of that entity to post and monitor the site.
7. This Social Media Policy shall be posted on the official Township website.
8. All social media sites created or used by Township entities authorized to do so shall have a hyperlink to this Social Media Policy on the Township website.

9. Where appropriate, the social media sites created/used by Township entities shall link back to the official Township website for forms, documents, online services and other information necessary to conduct business within the Township.
10. Township entities shall not use social media to make any official Township communications to the public other than those specifically referencing the activities of that entity. Accuracy of information is of vital importance and must be considered a priority when posting.
11. The use of social media by Township entities may be monitored by the Town Board or other individual so designated by the Town Board to insure adherence to both this Social Media Policy and the interests and goals of the Township.
12. The Township has the right to and will restrict or remove any content that it deems in violation of this Social Media Policy, any applicable law or for any other reason it deems appropriate.
13. All Township entities, employees and volunteers creating/using social media sites are subject to all applicable federal and Minnesota laws and regulations as well as applicable record retention requirements.
14. All Township entities and their members as well as elected officials representing the Township's government via its/their social media sites shall conduct themselves at all times as representatives of the Township and in accordance with all of its policies.
15. All postings by Township entities should be spelled correctly and use good grammar.
16. Any social media sites created by a Township employee, Township volunteer, Township official and/or Township entity remains the property of the Township, including all the followers and friends generated by the site and may be deleted by the Township if it deems it appropriate to do so.
17. All site names, passwords and/or access codes or information or changes to these shall be filed with the Township Clerk and updated within two days of any change.
18. If the person who created the social medium site leaves a Township entity, the passwords and/or access codes to the site shall be changed and the new information filed with the Township Clerk within two days of the change.
19. This Social Media Policy may be revised at any time by approval of the Town Board.

CONTENT

1. All comments, articles and the like posted on social media by Township entities and their members must be civil and unbiased.
2. The following are prohibited content on Township social media sites:
 - a. Profane, obscene, violent, sexually suggestive or pornographic content and/or language or links to such materials.
 - b. Photographs or images of children without permission of their parents or guardians.
 - c. Solicitation of commerce including, but not limited to, advertising of any business or product for sale with the exception of Township-sponsored events and/or items.
 - d. Solicitation of political support or political contributions.
 - e. Conduct in violation of any federal, state or local law or ordinance.
 - f. Information that may tend to compromise the safety or security of the public or public systems.
 - g. Content that violates a legal ownership interest, such as a copyright or other infringement on intellectual property rights.
 - h. Private contact information such as names, addresses, phone numbers, email addresses.
 - i. Personal information about a person without that person's permission.
3. Any attempt to hack or otherwise compromise the Township's internet or social media sites will be reported to law enforcement.