

Social Networking Policy

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Contents:

- I Purpose of Policy
- II Acceptable/Prohibited Conduct
- III Public Disclaimer
- IV Use of JTEL Equipment
- V Disciplinary Action
- VI Administration of JTEL Social Networking Sites

Purpose of Policy

The John Trigg Ester Library (hereafter, JTEL) understands that some board members participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, LinkedIn) and chat rooms, and that they create and maintain personal websites, including blogs. JTEL respects board members' online social networking and personal Internet use. However, your online presence can affect JTEL as your words, images, posts, and comments can reflect or be attributed to JTEL. As a Board Member, you should be mindful to use electronic media responsibly and respectful of others. Because board members' online comments and postings can impact JTEL, JTEL has adopted the following guidelines that board members must observe when participating in social networking sites and/or engaging in other forms of Internet use.

1. Acceptable/Prohibited Conduct

It shall be considered a breach of acceptable Board Member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or MySpace, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

- Anything that may harm the goodwill or reputation of JTEL or any disparaging information about JTEL,
- Any disparaging, discriminatory or harassing information concerning any member, volunteer, vendor or other person associated with JTEL.
- Any private information relating to any member, volunteer, vendor or other person associated with JTEL.

III. Public Disclaimer

If you are speaking about JTEL on any public site, you must either clearly identify yourself as a JTEL Board Member, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to you, individually. In addition, the following statement must be used, “The opinions expressed on this site are my own and do not necessarily represent the views of JTEL.”

This Policy applies regardless of where or when board members post or communicate information online.

IV Use of JTEL Equipment

JTEL reserves the right to monitor and access any information or data that is created or stored using JTEL’s technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information. Board members have no expectation of privacy in any information or data (i) placed on any JTEL computer or computer-related system or (ii) viewed, created, sent, received or stored on any JTEL computer or computer-related system, including, without limitation, electronic communications or internet usage.

1. Disciplinary Action

Board members who violate JTEL’s Social Networking Policy can be subject to disciplinary action, up to and including removal from the Board.

VI Administration of JTEL Social Networking Sites

JTEL reserves the right to monitor any information placed on JTEL websites and social media sites (ie. Facebook, Twitter, etc.). Any information can be removed by the administrator if deemed inappropriate, disparaging and/or harassing in nature.