



Village of Pleasantville

80 Wheeler Avenue • Pleasantville, New York 10570
(914) 769-1900 Fax: (914) 769-2127

1. POLICY FOR USE OF COMPUTERS, PCs, LAPTOPS, TABLETS, SMART PHONES, NETWORKS and SOCIAL MEDIA

The Village of Pleasantville (“Village”) recognizes that traditional communication methods are now supplemented or replaced by use of various Devices and Social Media Technologies.

Using Devices and Social Media Technologies to share news about municipal events, disseminate emergency information, and promote work being done by staff and community groups, is an effective, low-cost way to inform and interact with our community.

The Village has developed this policy to provide direction to officers, employees and volunteers when engaged in using Devices and Social Media Technologies as methods of communication.

Please read this policy and these guidelines carefully before making use of any devices or social media. If you are not sure how this policy and its guidelines may apply to you, or how they might apply to new types of technology, please contact your Supervisor or the Village Administrator.

Please be cognizant that participation in anonymous internet communications may undermine the principle that all municipal employees and officials should conduct the official business of the Village in an open and accessible manner.

Information posted, blogged or tweeted by Village staff and officials reflects on the entire community and can adversely impact our mission, goals and reputation.

Remember what you post is, in effect, instantaneous and permanent, and can be viewed and reposted by people not in your intended audience. Given the nature of social media, something you intend to be private may not remain private.

2. DEFINITIONS

“**Devices**” include, but are not limited to, computers, PCs, laptops, tablets, smart phones, and networks.

“**Social Media Technologies**” mean internet forums, blogs, streaming videos, social networks, podcasts, texting, email, website applications, and social sharing sites.

USE GUIDELINES

Prior Authorization. Village employees and officials shall NOT maintain or participate in personal websites, blogs, social media, or chat forums in which *official municipal business is discussed* without proper authorization from the Board of Trustees.

Devices are Municipal Property. All devices provided by the Village are the municipality's property, and shall only be used for municipal business. Use of such property for any other purpose is prohibited.

Review and Inspection. Village can and will review employee use of devices provided by the municipality at any time and without notice. Employees have no reasonable expectation of privacy when using municipality-provided devices or using personal devices on municipality-provided systems and networks.

Confidentiality. Confidential information or business-related information shall not be disclosed or otherwise released.

Official Business Only. Access to social media networks from the Village of Pleasantville's computers, laptops, i-pads, mobile phones, cell phones, and other equipment and services (such as wireless networks) is limited to individuals performing official municipal business.

Inappropriate Content Prohibited. Village employees and officials are prohibited from communicating any harassing, discriminatory, defamatory, or otherwise unlawful comments in any forum --- electronic or otherwise.

Consult Employee Policies. All existing municipal policies remain in full force and effect in the online community as well as in the Village workplace and during all municipal activities.

Copyrights, Trademarks and Fair Use. Follow and respect copyright laws. If you are hyper-linking to other sites, make sure that the content is appropriate.

Official Capacity Speech. When posting on personal social media sites as well as tweeting about matters of public concern make sure you are clear that the ideas and information embody your personal views and, in the absence of requisite prior authorization, does not represent the views of the Village of Pleasantville.

Violations and Consequences. Violations of this policy and these guidelines will be investigated by the Village and corrective action, including any discipline that may be appropriate, will be taken.