**SOCIAL MEDIA POLICY**

The Housing Authority recognizes the increasing use of social media as a communication tool. This Social Media Policy addresses Housing Authority employees’ use of social media. For the purpose of this Policy, the Housing Authority considers the term “social media” to include, but not be limited to:

  personal websites;

  web logs (“blogs”) or microblogs (e.g., “Twitter”);

  “wikis”;

  social networking websites (e.g., “Facebook”, “MySpace”, “LinkedIn”);

  online media sharing websites (e.g. “YouTube,” “Flickr”);

  online forums, message boards, or bulletin boards.

The Housing Authority acknowledges that some of its employees may choose to use social media on their own time for personal purposes. Housing Authority rules and policies apply to the conduct and communications of Housing Authority employees while using social media just as those rules and policies apply to conduct and communications in any other setting. In addition, Housing Authority employees are prohibited from using social media in any manner that:

(1) Violates any federal, state, or local laws or regulations;

(2) Violates any Housing Authority policy, rule, standard, or requirement, including *but not limited to the*:

 a. Harassment, Discrimination, and Retaliation Policy;

 b. Confidentiality Policy;

 c. Conflicts of Interest Policy;

 d. Political Activity Policy; and

 e. Outside Employment Policy.

(3) Disrupts or hinders the Housing Authority’s operations;

(4) Infringes on any third party rights, including but not limited to intellectual property rights such as copyrights or trademarks;

(5) Is defamatory, libelous, or might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability or any other legally protected status;

(6) Discloses confidential information related to Housing Authority business, residents, employees, or other matters.

Employees are reminded that information (e.g., comments, blog entries, photographs, videos) posted or communicated using social media may often be accessible by virtually anyone with internet access. This may include other Housing Authority employees, such as supervisors and subordinates, as well as Housing Authority residents. Also, once information is posted or uploaded onto a social media website or network, it can be nearly impossible to completely remove or eliminate. Housing Authority employees are therefore encouraged to use good judgment if they use social media.

Employees are also reminded that, pursuant to the Social Media Policy, they have no expectation of privacy with respect to the use of any Housing Authority owned or issued computer or electronic communications device.

***Use of social media by a Housing Authority employee in violation of this Policy may result in disciplinary action up to and including termination.***