Nipomo Community Services District (NCSD) Social Media User Responsibilities and Guidelines

Why the NCSD Social Media Page? This page provides an opportunity to share with the community information about District actions, operations, programs and events.

<u>We encourage you to take part in the conversation</u>: So, share what you know, ask about what you don't. Tell us what you want to know more about.

<u>As a public entity, NCSD must serve its constituents in a civil and unbiased manner.</u> Therefore all content submitted for posting by users will be screened prior to being posted. Content that does not violate the following rules will be posted.

- 1. No statements that are abusive or libelous, and no personal attacks.
- 2. No uncivil or vulgar language.

[These are the complete 'Terms of Use' if you click above]

- 3. If you do not follow the rules your comments may be removed.
- 4. Please stay on the topics presented and forgive people their spelling errors

These rules and practices are designed to raise the discussion, not limit it. <u>Click here for our complete Terms of Use.</u>

Got questions? Call our customer service staff at 805-929-1133 or Email to info@ncsd.ca.gov

RULES REGARDING POSTING OF COMMENTS

General:

All District social media sites are subject to the California Public Records Act (Cal. Gov. Code § 6250 et seq.). Any content maintained in a social media format that is related to District business, including posted communications, and communications submitted for posting, may be public records subject to public disclosure.

All articles, comments and other content posted or submitted for posting as well as personal identifying information for users and visitors to the site, may be subject to public disclosure. Public disclosure requests must be directed to the District office, attention to the General Manager.

The District reserves the right to restrict or remove any content that is deemed in violation of this Policy or any applicable law.

The District will review all content submitted for posting prior to it being posted (the site is proactively moderated for content. Proposed content will be reviewed each business day and posted if it meets the criteria for acceptable content.

Acceptable Content:

Comments that directly pertain to Nipomo Community Services District or related to subjects already posted on the site. Promotion of non-profit community events related to the District or its services.

Unacceptable Content:

Comments or postings containing any of the following shall not be permitted on Nipomo Community Services District social media sites and are subject to unilateral removal and/or restriction without prior notice:

- Profane language or content;
- Content that promotes, fosters or perpetuates discrimination of protected classes;
- Sexual harassment content or pornographic content and language
- Solicitation of commerce, including but not limited to, promotion or advertising of any kind, including a business, organization, event or product for sale. Nipomo Community Services District does not endorse any advertising found on the host site (ie. Facebook, Twitter, etc..)
- Solicitations of commerce or advertisements including promotion or endorsement;
- Comments in support of, or in opposition to any political issues, campaigns or ballot measures;
- Conduct in violation of any federal, state or local law or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content intended to defame any person, group or organization;
- Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;
- Rude, defamatory or personal attacks, as well as false, vicious or malicious statements;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
- Violent or threatening content;
- Disclosure of confidential, sensitive or proprietary information;
- Comments which include personally identifiable information, such as an address, phone number, social security number or other sensitive information.

- Advocating for alteration of hours, wages, and terms and conditions of employment (applies to District employees only).
- Unacceptable content and repeat individual violators shall be removed. Contact District General Manager with any questions or concerns.
- The District website shall remain the primary and predominant source for Internet information.

Status and Context of Comments

Comments by external parties or advertising on Nipomo Community Services District social media page are not official public testimony concerning any project or program. An opinion expressed on the Nipomo Community Services District social media page is posted for general discussion only and is not a substitute for a formal statement in a public hearing process.

NCSD does not necessarily agree with content posted by its media site fans. No comments on any District social media page constitute a binding representation, agreement or an endorsement on the part of NCSD.

NCSD reserves the right to deny access to its social media sites for any individual, who violates the District's Rules and Policies at any time and without prior notice.

Information posted on NCSD social media sites or in any other way provided to NCSD may become public records available to others.

All comments posted to any NCSD social media site are bound by the site host's Statement of Rights and Responsibilities, in the case of Facebook, the site is located at http://www.facebook.com/terms.php.