

Town of Manchester

Guidelines for Social Media (part time/seasonal staff)

These guidelines apply to all social networking such as Facebook, Instagram, Snapchat and LinkedIn including virtual worlds such as YouTube, TikTok and blogs. It is recognized that these are current examples and that social software and media will continue to change.

1. Employees serve as role models at all times and should limit their public profiles to information, comments, photos, etc. that are appropriate should a child/parent view them.
2. Employees understand that they must not use a social networking profile, group page, blog or other Internet medium to discuss the behavior of other Town staff or Recreation participants and are never allowed to post or share information such as names, addresses, telephone numbers, photographs or internal communication from any Recreation program or activity.
3. Employees are required to maintain appropriate boundaries with participants, parents and colleagues. It is not appropriate to “friend” or accept as a “friend” a child or his/her parent or guardian or to otherwise establish relationships with participants through social media.
4. Employees must place personal cell phones in the “off” position since the use is prohibited during work hours. Town cell phones are to be used for emergency purposes only,
5. Employees are not permitted to photograph videotape or record visually or otherwise, any participant.

NOTE: Any employee found to be in violation of these guidelines is subject to disciplinary action, which may include termination.

I have read and understand my responsibilities under these guidelines.

Signature

Date