

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-19 Social Media and Electronic Communications	

**Town of Lampman**

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Electronic Communications**

**December 12, 2018**

**1. Social Media**

- 1.1. Employees must always be mindful of their responsibilities and of the possible consequences and risks of using any form of social media.
- 1.2. When using social media, employees are expected to exhibit sound judgment.

**2. Authorized Use of Official Social Media Accounts**

- 2.1. The Town of Lampman has a social media presence for official use. Any employee wishing to use the official Town of Lampman social media platforms must obtain prior approval from the Administrator.

**3. Accessing Social Media from an Town of Lampman Network**

- 3.1. Employees may access and make limited personal and professional use of social media while on a Town of Lampman network or device.
- 3.2. When accessing social media on a Town of Lampman network, employees must keep in mind that the Internet Protocol (IP) address used to access the internet is owned by the Town and, as a result, is visible to the public as such. In order to avoid any misuse or appearance of misuse, employees must ensure that they do not engage in unacceptable activities that are not necessarily unlawful, but that may be considered to be in bad taste or unlawful activity, as defined above.
- 3.3. The Town of Lampman will not tolerate misconduct on a Town network. Any breach may result in appropriate measures being taken including, but not limited to, administrative, performance or disciplinary measures, up to and including termination of employment.

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- 3.4.** When accessing social media, employees must:
- a. use their own identity;
  - b. be personally responsible for the content they publish;
  - c. be aware that content published may be public or made public by others;
  - d. ensure that any published comments are respectful; and
  - e. use caution and good judgment with respect to any published content.

- 3.5.** When accessing social media, employees must not:
- a. undermine or compromise the integrity or security of Town of Lampman operations or personnel;
  - b. impair the ability of the Town of Lampman to engage with businesses, Government or the public;

**4. Accessing Social Media from a non-Town owned network or device**

- 4.1.** When accessing social media from a non-Town network or device, caution must be exercised to ensure that any published content or statements that may reflect on the Town of Lampman do not:
- a. undermine or compromise the integrity or security of Town operations or personnel;
  - b. impair the ability of the Town of Lampman to carry out its business.

**5. Electronic Communications Policy**

- 5.1.** The Town's e-mail system is an official communication tool for Town business. If assigned a Town email address, or provided with the ability to access a Town official email address, employees are expected to use that email address for all business related to the Town of Lampman.
- 5.2.** Communication via email is expected to be polite, concise, free from abuse and conform to policies including those that require a work environment free from discrimination and harassment. Employees are expected to use common sense and judgment to avoid any communication which is disrespectful, offensive or illegal.
- 5.3.** Employees may be subject to disciplinary actions for using the electronic communications resources in a manner other than for their intended purposes or in a manner that violates applicable laws, rules, and policies.
- 5.4.** All information, including e-mail messages and files, created, sent or retrieved over the Town of Lampman's technical resources is the property of the Town of Lampman, and should not be considered private or confidential. Employees should be aware that any electronically stored information created, sent, or

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received from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations.

- 5.5.** The Town of Lampman reserves the right to monitor use of its technical resources at any time. All information, including text and images, may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

Document Revision History:

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