

## YUBA COUNTY OFFICE OF EDUCATION

### SOCIAL MEDIA TERMS OF USE

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- 1. PURPOSE.** The Yuba County Office of Education (YCOE) recognizes the value of social media technology platforms in promoting community involvement and collaboration. The purpose of YCOE's social media platforms shall be to further YCOE's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff and community members. By using YCOE's social media platforms, all users agree to the terms and conditions explained herein.
- 2. MONITORING AND SITE USAGE.** YCOE regularly monitors its social media platforms. Any inappropriate posts will be promptly removed without prior notice or warning. Inappropriate posts include those that:
  - a. Violate any local, state, federal and international laws and regulations including, but not limited to, copyright and intellectual property rights laws regarding any content that is sent or received.
  - b. Are unlawful, threatening, discriminatory, harassing, sexually explicit, abusive, disruptive, obscene, defamatory, hateful, libelous, use inflammatory language, or an unwarranted invasion of another's privacy.
  - c. Incite students to create a clear and present danger or commit unlawful acts on school premises, violate school rules, or cause substantial disruption of the school's orderly operation.
  - d. Are not related to the above stated purpose of YCOE's social media platforms, including, but not limited to, comments or posts that are commercial in nature, political activity, or otherwise conflict with the purpose of the platforms.

Official YCOE media platforms shall be used only for their stated purposes and in a manner consistent with YCOE policies and administrative regulations. By creating these official sites and allowing for public comment, YCOE does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

- 3. PROTOCOL.** Users are expected to communicate in a respectful, courteous, and professional manner. By using YCOE's social media platforms, you agree that you will not violate any local, state, federal and international laws and regulations; that you will not harass another or impersonate any person or entity or falsely state or otherwise misrepresent your affiliation or agency relationship with a person or entity; you will not transmit any material that is copyrighted or trademarked; you will not collect or store, or attempt to collect or store, personal data about third parties without their knowledge or consent or record any data without authorization or share confidential information of any party.
- 4. RESPONSIBILITY FOR CONTENT.** Users are personally responsible for the content of their posts. YCOE is not responsible for content posted by non-employees on the social media platforms it operates. Any inflammatory or inappropriate posts, or posts that do not adhere to the purpose of YCOE's social media platforms, may be removed at any time without prior notice or warning. By using YCOE's social media platforms, you represent that you are at least 18 years old, and if you are younger than 18 years old, you are using the applicable social media site with the knowledge and consent of your parent or legal guardian.

- 5. VIEWS EXPRESSED.** The views and comments expressed on YCOE's social media platforms are those of the individual users who posted them and do not necessarily reflect the views of YCOE or its employees. YCOE (a) does not represent or warrant the accuracy of any statements posted by users; (b) is not responsible for non- employee content posted on its social media platforms, and (c) does not endorse any opinions expressed by users on this or other YCOE social media sites.
- 6. PERSONALLY OWNED DEVICES.** *If an employee uses a personally owned device to access County Office technology or conduct County Office business, he/she shall abide by all applicable County Superintendent policies, administrative regulations, and this Social Media Terms of Use. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.*
- 7. RESTRICTIONS ON USE.** If it has been deemed that a user has violated this Terms of Use, YCOE reserves the right, in its sole discretion, at any time, without notice, to: (a) monitor, remove, delete, block, filter or restrict, by any means, any inappropriate materials you post; and (b) disclose your communications and activities with YCOE in response to lawful requests by governmental authorities (e.g., Patriot Act requests, judicial orders, warrants or subpoenas).
- 8. PROHIBITED CONTENT.** Users are prohibited from posting restricted personal information on YCOE's social media platforms including, but not limited to, personally identifiable information or any information subject to regulation under the Family Educational Rights and Privacy Act ("FERPA").
- 9. ENDORSEMENT.** Any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by YCOE.
- 10. REPORT VIOLATIONS.** Violations of YCOE's social media guidelines or policies should be reported promptly to the Communications Coordinator: [info@yubacoe.k12.ca.us](mailto:info@yubacoe.k12.ca.us).
- 11. CONSEQUENCES FOR VIOLATION**

Violations of the law, County Superintendent policy, or this Social Media Terms of Use may result in revocation of an employee's access to County Office technology and/or discipline, up to and including termination. In addition, violations of the law, County Superintendent policy, or this agreement may be reported to law enforcement agencies as appropriate.
- 12. THESE TERMS MAY BE UPDATED AT ANY TIME WITHOUT NOTICE, AND EACH TIME A USER ACCESSES A SOCIAL NETWORKING SITE, THE NEW TERMS LISTED IN AR 1114 WILL GOVERN USAGE, EFFECTIVE UPON POSTING.** To remain in compliance, YCOE suggests that you review these Terms, as well as the AR 1114 as well as website policies, at regular intervals. By continuing to post any content after such new terms are posted, you accept and agree to any and all such modifications to these Terms.