

Online Social Networking Policy

- A. Purpose: To provide guidelines to employees who are engaged in online social networking.
- B. Policy: The Rappahannock Area Community Services Board respects the right of any employee to engage in online social networking using the Internet and other technology during their personal time. This specifically includes websites such as Facebook, MySpace, You Tube, Twitter, LinkedIn, and Wikipedia as well as various chat rooms and blogs. The policy covers instant messages, text, video, photos, and audio. While we respect the employee's right of self-expression, in order to protect the agency's interests and ensure employees focus on their job duties, employees must adhere to the following guidelines:
1. Employees may not engage in such activities during work time or at any time with agency equipment or property.
 2. All policies regarding confidentiality and personnel policies such as the policy prohibiting harassment and discrimination should be followed. Information regarding persons receiving services must not be disclosed. The privacy rights of fellow employees must be respected.
 3. Employees may not friend an individual currently receiving service from RACSB. This also applies to the individual's caregivers and guardians.
 4. Information published on social media networks that have to do with any aspect of work must comply with the RACSB confidentiality statement, HIPPA, and Code of Ethics. This also applies to comments posted on other blogs, forums, and social networking sites.
 5. RACSB employees may not create a social networking site or service to conduct agency business.
 6. If the employee mentions the agency while engaging in social networking and also expresses a political opinion or an opinion regarding the agency's actions, the person must specifically note that the opinion expressed is his/her personal opinion and not the opinion of the agency. This is necessary to preserve the agency's goodwill among stakeholders such as funding and regulatory bodies, referral sources, families, and others. This standard disclaimer does not by itself exempt program supervisors, manager, coordinators, and the leadership team from a special responsibility when using social networks.
 7. Employees identifying themselves as employed by RACSB must ensure their profiles and related content is consistent with how the employee wishes to present him/herself to colleagues, individuals receiving services, and other stakeholders.
 8. Social networks are not the place to communicate to employees regarding agency policies.
 9. Be respectful to RACSB, other employees, individuals receiving services, and competitors. Respect your audience. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the RACSB workplace.
 10. Respect copyright laws, public record laws, and privacy protection laws. Plagiarism applies online as well.
 11. Any conduct that is illegal if expressed in any other forum is expressly prohibited.

12. RACSB logos and branding may not be used.

RACSB encourages all employees to consider the manner and the speed by which information can be relayed using technology and how such information can be misunderstood. We promote a culturally and ability sensitive environment. We expect that any employee who is engaging in social networking is sensitive to disabilities as well as cultural, ethnic, religious, sexual orientation, and other beliefs. While an employee's free time and personal equipment is generally not subject to any restrictions by RACSB, the agency urges all employees to not post information about RACSB or their jobs which could lead to morale issues in the workplace or which could detrimentally affect the agency's interests. We expressly reserve the right to discuss questionable material with the employee.

Employees should use their best judgment. If you are about to post something that makes you uncomfortable or that could be offensive to others, you should review the rules above.

- C. Compliance: Users must immediately report violations of this policy to their program manager or supervisor as well as to the Human Resources Manager.
- D. Enforcement: All program managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution, in accordance with RACSBs personnel policies, Human Rights Policies, and Privacy Polices.