



## Social Media Policy for City of Forman

The City of Forman utilizes social media as a means to connect and communicate with residents, visitors, and the general public. The main purpose of the city's social media platforms is to provide a convenient and user-friendly connection between the city and the public. Social media allows information to be shared quickly to a large audience. The city also recognizes that the sharing of photos and interactive content is a way to build our "Forever Hometown" through online discussion and sharing.

When using social media platforms to connect with its audience the **City of Forman** agrees to:

- Post content that is in keeping with our role as a governmental body
- Moderate and monitor the page in an efficient fashion in order to keep it a positive and useful platform
- Respect viewpoints and comments that may differ from our own

When interacting on social media platforms managed by the City of Forman **the user** agrees to:

- Keep all comments and posts respectful and polite in wording and content
- Be considerate of the city's posts and comments of others on the page
- Understand that any comments directed to a particular person or group in a negative or offensive way will be removed
- Understand that comments that do not fit with the topic of the city's original post, or that are not in keeping with the intention of the post, may be hidden
- Be mindful that posts with offensive language, threats, or disturbing themes will be removed and may be reported to law enforcement
- Understand that all public comments and private messages sent to the city are subject to open record laws and may need to be shared
- Refrain from using the city's social media platforms to share grievances or complaints prior to, or instead of, addressing issues with a city employee, mayor, or council member
- Understand that there may be a delay in response to social media comments and messages

The city reserves the right to hide comments that violate the social media policy.

Any dispute with the city's social media actions should be directed first to the social media administrator and then to the city council.

The City of Forman recognizes that sharing of information and communication on social media sites is an ever-changing landscape of policies. Our intention is to be proactive in reviewing and adapting our policy of social media use to create a useful and positive platform for public engagement.

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*The City of Forman is an equal opportunity provider and employer*