



# Social Media Policy: General Disclaimer and Commenting Policy

## General Disclaimer

When you access, browse, or use a City of Lacey social media account, you accept without limitation or qualification this Social Media Use Policy.

When visiting a third-party social media website such as Facebook or Twitter, you are leaving the official City of Lacey website and are subject to the privacy and security policies of the owners or sponsors of the third-party site. The City of Lacey is not responsible for transmissions users make to or receive from third-party social media websites. Reference to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation names does not constitute endorsement or recommendation by the City of Lacey, its employees, or representatives.

The City of Lacey's third-party social media accounts are maintained as a public service to provide information about City programs, services, projects, issues, events, and other communications with the public. The City of Lacey does not guarantee that the third-party social media sites it uses will be uninterrupted or error-free. Communications and/or requests made through such third-party social media sites in no way constitute a legal notice to or from the City of Lacey and will not become a part of the official record for any particular issue.

For questions requiring detailed answers, or to comment about a specific city project or program, please contact the appropriate department at [www.cityoflacey.org/contact/](http://www.cityoflacey.org/contact/), or by calling Lacey City Hall at 360-491-3214 or TDD 1-800- 833-6388. You can also visit Lacey City Hall, 420 College Street SE, during normal business hours.

## Public Disclosure

Posts and comments on City's social media accounts may be subject to public disclosure under the Public Records Act (RCW 42.56).

**The City of Lacey cannot accept public records requests through third-party social media accounts.** Comments do not constitute a legal or official notice or comment to the City of Lacey. For example, a post or comment that asks the city or a city representative to provide public records will not be considered a public records request.

All public records requests must be directed to the Lacey City Clerk's Office. For more information, or to submit a public records request, visit [CityofLacey.org/public-record-request](http://CityofLacey.org/public-record-request); call the City Clerk's Office at 360-438-2625 or TDD 1-800- 833-6388; or visit Lacey City Hall, 420 College Street SE.

## Commenting Policy

Comments posted to City of Lacey third-party social media accounts are monitored on a limited basis and are considered limited public forums. We expect comments to be relevant and courteous. To that end, the City of Lacey has established commenting criteria, and reserves the right and discretion to remove or block comments as outlined below.

The following activities and uses **are prohibited** on City of Lacey third-party social media sites:

- Comments or content not directly related to the subject or post being commented on.
- Comments or content that impersonate a person or entity, or otherwise mislead as to origin of the comment or content.
- Uncivil comments or personal attacks of any kind, including defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group.
- Comments or content that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, or any other status protected by law.
- Profane language or content.
- Sexual content or obscene material, or links to sexual content or obscene material.
- Conduct or encouragement of illegal activity.
- Provision of information that could compromise the safety or security of the public or public systems.
- Provision of information that could compromise an ongoing law enforcement investigation or legal proceeding.
- Personal, private, sensitive, or confidential information of any kind, such as email addresses, phone numbers, home address, school, or place of employment.
- Comments and other content from children under the age of thirteen, in accordance with the federal Children's Online Privacy Protection Act (15 U.S.C. 6501). By posting on a City social media site, users represent and acknowledge that they are at least thirteen years of age.
- Solicitations of commerce, or the promotion or advertisement of commercial services, entities, or products.
- Chain letters, mass mailings, or any form of spam.
- Comments or content in support or opposition to political campaigns or ballot measures.
- Religious comments or content, including those that support or oppose opinions or activities.

- Plagiarized material or content that violates a copyright or legal ownership interest of any other party.
  - Information that is involved in litigation or that could be involved in future litigation.
  - Repetitive posts, including those that are copied and pasted.
  - Intentionally or maliciously false information.
  - Comments that embed images from external sources.
  - Links to external sites, content, or materials that violate any provisions of this section.
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- Block parties that repeatedly post prohibited activities or uses.
  - Remove posted content that does not comply with this policy or any applicable law.
  - Remove posted content and/or comments after 30 days.
  - Discontinue or delete discussion threads at any time without prior notice or cause.
  - Modify this policy without prior notice.

### **Copyright**

- All information and materials created by the City of Lacey and provided on third-party social media web sites, including text, images, and other content, are the property of the City of Lacey.