

SOCIAL MEDIA APPROVAL/AGREEMENT FORM



NAME: _____

POSITION/TITLE: _____

DEPARTMENT: _____

NAME OF SOCIAL MEDIASITE: _____

APPROVAL OF DEPT.MANAGER: _____ **DATE:** _____
Signature

City Administrator (or designee) Approval: _____ Date: _____
Signature

I agree to use City-approved Social Media Sites for City business as appropriate and in compliance with this Policy. I understand that I must have approval from my Department Manager and the City Administrator to create or participate in a Social Media Site on behalf of the City. I also understand that I am responsible for all postings for all postings made by me on City Social Media Sites, including those made in the comments sections. I further understand that this policy also applies to City-related postings made by me on personal (non-City) Social Media Sites, and I agree to adhere to the guidelines in this policy when so doing.

I acknowledge that all City-approved Social Media Sites are considered to be City property and may be monitored by officials of the City. I understand that employees do not have privacy rights in the use of City Social Media Sites and the postings, data, access to or distribution of such materials is subject to Texas Public Information Act, Federal e-discovery rules, and the City's records retention schedules.

I agree to abide by all City security policies and procedures before accessing or posting to any Social Media Site. I acknowledge that any abuse of Social Media Sites, including violation of the rules and guidelines set forth in this Policy or in any current or future modified City Personnel Policy can be grounds for corrective action, up to and including termination of my employment.

Printed Name _____ Date _____

Employee Signature _____

Appendix E
Form 26