

TOWN OF WESTPORT

SOCIAL MEDIA POLICY

(Adopted by the Board of Selectmen April 24, 2019)

The Town of Westport and its departments and elected and appointed boards, commissions, task forces, and committees (together, “Town”) may share information, images, and video with the public through external social media websites and apps (“Town Social Media”). Town Social Media is not meant for requests for help or services. For assistance, general comments, and communications concerning a Town department, board, commission, task force, or committee, please contact that office through the contact information provided on westportct.gov.

Please be aware that when posting on Town Social Media, you are agreeing to the following:

Public Activity on Town Social Media Sites

We review posts and comments made by the public to Town Social Media, and the following types of posts, links, videos, photos, text, material and comments (together “Comments”) are prohibited and may be deleted after careful review with the Town Attorney’s Office:

- Comments that do not directly relate to the purpose or topic of Town Social Media or the Town’s post
- Comments promoting or opposing the election of any person campaigning for election to a political office, including without limitation Comments promoting or opposing the election of any candidate holding office at the time of the post (incumbents)
- Promotion or advertisement of a for-profit business or commercial transaction, except in connection with newsworthy events
- Promotion of crowd funding campaigns other than for civic projects
- Obscene, threatening, or defamatory language or material
- Personal attacks (i.e., abusive remarks)
- Discriminatory language (including hate speech) about any ethnicity, race, age, religion, gender, sexual orientation, gender identity or expression, disability, or other protected group
- Comments advocating illegal activity or Comments that violate copyrights or trademarks of others
- Personally identifiable information like phone numbers and postal and email addresses
- Photographs of minors, unless the Town has received an acceptable written release from a parent or legal guardian
- Spam and undecipherable language
- Comments that are reasonably determined to compromise the safety or security of the public or public systems
- Comments that violate any local, state or federal law

We may deny access to Town Social Media to any person who violates this Social Media Policy, at any time and without prior notice.

You are subject to the Terms of Service (TOS) of the host site. Information (photos, videos, etc.) you share with or post to Town Social Media is also subject to the TOS of the host site and may be used by the owners of the host site for their own purposes. For more information, consult the host website's TOS.

Although Town Social Media is generally available all of the time, the Town's monitoring capabilities are generally available only during normal business hours. We do not guaranty or warrant that any information posted by anyone other than an authorized Town of Westport administrator is correct, and we disclaim any liability for loss or damage resulting from reliance on any such information. We do not endorse any external posts or links that are posted by the public on Town Social Media.

This comment policy is subject to amendment or modification by the Board of Selectmen.

Reasonable Accommodation

To request a reasonable accommodation when accessing Town Social Media, please contact the Town's Americans with Disabilities Act Coordinator at 203-341-1043.

Questions or Concerns

Questions or concerns regarding this Social Media Policy should be directed to the Town's Office of Information Technology at socialmedia@westportct.gov.