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City of Westbrook, Maine PERSONAL BLOGS & ONLINE POSTS POLICY

The City of Westbrook recognizes that some of our employees may choose to express themselves by posting personal information on the Internet through personal websites, social networking sites, blogs, or chat rooms by uploading content, or by making comments at other websites or blogs. We value our employees' creativity and honor your interest in engaging in these forms of personal expression on your own time, should you choose to do so.

However, problems can arise when a personal posting identifies or appears to be associated with our City, or when a personal posting is used in ways that violate the City's rights or the rights of other employees.

No Posting Using City Resources

You may not use City resources to create or maintain a personal blog or a personal website, or to upload content or make personal postings online, nor may you do any such activities while on city time while using either City or personal resources.

Guidelines for Online Posting

You are legally responsible for content you post to the Internet, in a blog or otherwise. You can be held personally liable for defaming others, revealing trade secrets or proprietary information, and copyright infringement, among other things.

All of our City of Westbrook policies apply to anything you write in a personal blog, post to the Internet, or upload to the Internet. This means, for example, that you may not use personal postings to harass or threaten other employees or reveal confidential information. Embarrassing or unkind comments about other City employees, vendors or customers are also inappropriate.

If, in the process of making a personal post or upload on the Internet, you identify yourself as an employee of the City of Westbrook, whether by explicit statement or by

implication, you must clearly state that the views expressed in your post, or at your blog or website, are your own, and do not reflect the views of the City.

Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by your coworkers and bosses, as well as our City's residents and the media. Even if you post anonymously or under a pseudonym, your identity can be discovered relatively easily. Use your common sense when deciding what to include in a post or comment. Don't say something that you wouldn't want these people to read.