

City of Carlton

City Policy

Subject: **Social Media Comments**

Introduction

The purpose of this policy is to establish a procedure for monitoring the City's online discussion web sites. The City of Carlton uses social media applications to present news and information relating to the City. We encourage people to submit questions, comments, and concerns, but note that the sites are moderated **online discussions**, not a **public forum**.

Policy

Once posted, the City reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any protected group. Further, the City also reserves the right to delete comments that are:

1. Spam or included links to other sites;
2. Clearly off topic;
3. Not appropriate for this site;
4. Advocate illegal activity;
5. Promote particular services, products, or political candidates and/or organizations;
6. Infringe on copyrights or trademarks;
7. Use personally identifiable information. We recommend you not share any of your personal information on our pages.

Some sites allow for the submissions to be screened before being posted. All comments that follow the Social Media Comments Policy will be posted to the site. Comments that do not follow the Policy will be printed and a note of why they were not posted will be attached and kept on file.

Please note that any public comments expressed on a City site do not reflect the opinions and positions of the City of Carlton. If you have any questions concerning the operation of any of Carlton's online moderated discussion sites, please contact the page administrator.

The City of Carlton has made every effort to ensure the accuracy of the information provided on its social media sites. However, several factors that are beyond the City's control (including unauthorized modification of electronic data, transmission errors, browser incompatibilities, information that has been cached on the local computer or storage device, or other aspects of electronic communications) can affect the quality of the information displayed on this site. For that reason, the City does not guarantee the accuracy of the information provided on the social media sites and is not liable for reliance on this information.

Please note that the City of Carlton does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the City is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.