## STATE OF SOUTH CAROLINA

## FOURTEENTH JUDICIAL CIRCUIThttp://www.lpitr.state.sc.us/gif/scseal.gif

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**ISAAC MCDUFFIE STONE, III**

**Solicitor**

# 14th Circuit Solicitor’s Office Social Media Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to any use of social media by any employee of the Fourth Circuit Solicitor’s Office.

* Employees understand that as members of the office of an elected official, we all serve the public. Therefore, any comment by an employee may be attributed to the office and/or to the Solicitor.
* Employees should be aware of the effect their actions may have on their image, as well as the Solicitor’s Office’s image. The information that employees post or publish may be public information for a long time.
* Employees should be aware that the Solicitor’s Office may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the Solicitor’s Office, its employees, or the public.
* Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
* Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their supervisor.
* Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to their supervisor and to the Administrative Chief of Staff.
* If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner. More specifically, employees shall neither create a post nor post on a thread concerning any issue that is or could become a political issue.
* Social media use shouldn't interfere with an employee’s responsibilities at the Solicitor’s Office.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_