

# Family Partnerships of Central Florida

## PROCEDURE

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<b>Series:</b>	<b>Public Relations</b>	<b>COA: RPM 6.05</b> <b>CFOP:</b>
<b>Procedure Name:</b>	Social Media Communication/Interactions, Electronic Communication and Mobile Devices	
<b>Procedure Number:</b>	PBR-3009	
<b>Reviewed Date:</b>	02/19/13, 08/05/14, 10/13/16, 10/04/19, 4/10/23, 4/16/24	
<b>Revision #/Date:</b>	7/8/21, 4/10/23	
<b>Effective Date:</b>	02/19/13	
<b>Applicable to:</b>	Family Partnerships of Central Florida (FPoCF), and The National Center for Innovation and Excellence, Family Partnerships of Central Florida Foundation, Family Partnerships of Central Florida Board of Directors and FPoCF Family of Agencies staff	

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**PURPOSE:** FPoCF acknowledge that the use of the Internet and social media are important and widely used tools for both business and personal communication. The purpose of this procedure is to establish guidelines for the interaction of FPoCF Family of Agencies Board Members, volunteers, and employees on social media or other electronic/Internet sites, electronic communication and any other electronic device as it relates to the business operations and interests of the FPoCF.

This procedure applies to all forms of social media interaction including but not limited to those identified in the definitions section below. The FPoCF support the use of authorized social media sites as complementary and timely methods for communicating with its public and stakeholders.

### **PROCEDURE:**

**References:** FPoCF Policies/Procedures: GOV001, GOV002, GOV008, GOV018, IT807, IT808, OP1122, OP1145, PBR3007, RQ501, HR2211, Family Partnerships of Central Florida Employee Handbook

### **Definitions:**

**Blog:** A type of website usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as photographs, graphics or video.

**Electronic Device or Equipment:** A device that accomplishes purposes electronically, usually for transmission and/or processing of analog or digital data. This includes, but is not limited to, computers, mobile phones, and tablets.

# Family Partnerships of Central Florida

**Electronic Communication:** Any communication through an electronic medium or device. This includes, but is not limited to, communication through mobile devices, digital devices, text messages, emails, websites, and social media.

**Social Media & Network Sites:** Websites that allow for the exchange of digital words, sounds, videos and pictures between users on the Internet, such as blogs, social networking sites or Wiki. Popular social media sites include but are not limited to Facebook, Twitter, LinkedIn, Craig's List, Instagram, Pinterest, YouTube and blogs. Other similar sites of services developed in the future shall be included in this policy.

## **Guidelines for Use of Social Media, Electronic Communication and Devices:**

1. Terms of Use: Any and all users of Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation social media and networking sites and electronic devices must abide by and understand the following terms of use:
  - A. All posts may be subject to disclosure under the Florida public records law.
  - B. All electronic communication may also be subject to disclosure under the Florida public records law.
  - C. Any electronic communication transmitted through use of Family Partnerships of Central Florida, The National Center for Innovation and Excellence or Family Partnerships of Central Florida Foundation owned devices should be used to conduct official company business.
  - D. No material or information classified as "confidential" shall be shared, posted or uploaded to social media sites. Confidential information refers to records or individually identifiable data that are by law not subject to public records disclosure such as social security numbers, medical records, dependency case records, etc. See Family Partnerships of Central Florida's procedures Protection and Security of Electronic and Covered Data IT-808 and OP-1026 Confidentiality of Case Records.
  - E. Posts and electronic communication through agency owned devices shall not support or appear to support or imply the endorsement of any elected public official, political candidate, political cause, party, referendum issue whether federal, state or local government.
  - F. No copyrighted, trademarked proprietary materials, documents, logos, or graphics may be shared, loaded or posted without the express written permission or approval from an authorized agent for the owner, organization or business obtained by and kept on file with Family Partnerships of Central Florida's FOA Communications Department.
  - G. Any other posts which violate intellectual property or privacy rights and company or individual are prohibited unless the express written permission or approval from an authorized agent for the owner, organization or business obtained by and kept on file with Family Partnerships of Central Florida's FOA Communications Department.
  - H. Comments or statements which could be considered personal in nature, objectionable, inflammatory, abusive, insulting, humiliating, obscene, profane, harassment, inappropriate or violate the public trust of Family Partnerships of Central Florida, The National Center for Innovation and Excellence and Family Partnerships of Central Florida Foundation; employees, vendors, suppliers, business partners and competitors are prohibited.

# Family Partnerships of Central Florida

- I. Materials and information which may be construed as discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, age disability or any other legally protected characteristic is prohibited.
2. **Use of Personal Social Media, Networks & Electronic Communication:**

Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation encourage all employees to be mindful when using personal social media sites and personal electronic communication. All employees should be aware that they are responsible for the content they publish and should show respect for the individuals and communities with which they interact.

  - A. As employees, contractors and vendors, Section 2 applies when posting to Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation social media sites.
  - B. The use of personal social media site or personal electronic communication to discuss Family Partnerships of Central Florida, The National Center for Innovation and Excellence or Family Partnerships of Central Florida Foundation business may result in the creation of a public record.
  - C. Any off-duty social media activity or electronic communication which presents a conflict of interest and any defamatory statements about Family Partnerships of Central Florida, The National Center for Innovation and Excellence, or Family Partnerships of Central Florida Foundation their vendors, contractors or customers, competitors or current or former personnel are discouraged.
  - D. In posting information on personal social media sites, employee, contractor or vendor may not present themselves as an official representative or spokesperson for Family Partnerships of Central Florida, The National Center for Innovation and Excellence or Family Partnerships of Central Florida Foundation.
  - E. When using these personal social media sites, FPoCF Family of Agencies Board Members and employees must use their personal e-mail address rather than their work address, as their primary means of identification.
  - F. Any employee found to have violated this procedure may be subject to loss of access to agency-owned computers, telecommunication services and Wide Area Network privileges or disciplinary action, up to and including termination.
3. FPoCF Family of Agencies Board members cannot post any comment or content to any Family Partnerships of Central Florida, The National Center for Innovation and Excellence, or Family Partnerships of Central Florida Foundation social media site that is responsive to comments or content of another Family Partnerships of Central Florida, The National Center for Innovation and Excellence or Family Partnerships of Central Florida Foundation board member for subject matters that may have the probability of coming before the entire Family Partnerships of Central Florida Governance Board of Directors or a Board committee. FPoCF Family of Agencies Board members also cannot engage in private discussions with other board members or FPoCF Family of Agencies staff about board business through any electronic communication. Such comments or contents could be construed as a violation of State Sunshine Laws.
4. **Standards**
  - A. The FPoCF website ([www.brevardfp.org](http://www.brevardfp.org)), Brevard C.A.R.E.S. ([www.brevardcares.org](http://www.brevardcares.org)), Family Allies ([www.familyallies.org](http://www.familyallies.org)), The National Center for Innovation & Excellence

# Family Partnerships of Central Florida

([www.ncfie.org](http://www.ncfie.org)), and Family Partnerships of Central Florida Foundation ([www.bfpfoundation.org](http://www.bfpfoundation.org)) are the official agency Internet sites. FPoCF may arrange for or provide for other websites, media, etc. to be used in conducting business (collectively, the "Site").

- B. Social media sites concerning these aforementioned organizations shall only be used to provide information regarding official business.
- C. It is strictly prohibited for any employee to use a Family Partnerships of Central Florida, The National Center for Innovation and Excellence, or Family Partnerships of Central Florida Foundation authorized social media site for personal use.
- D. Employees are authorized to use social media during working hours as necessary to accomplish assigned duties.
- E. Employees, contractors and providers, or any organization listed in Section 4.A shall not respond directly to any social media posting by entering comments from their personal media site. Responses, questions or comments to those who have posted to an organizational web or social media site must be coordinated with and posted by the Communications Department, or by the President and Chief Executive Officer designee.
- F. The Family Partnerships of Central Florida, and The National Center for Innovation and Excellence, Family Partnerships of Central Florida Foundation, President and Chief Executive Officer, Communications Department, or a designee shall have the right to restrict or require the removal of any content on the social media site that is in violation of this Procedure's Terms of Use or other policy, procedure, federal, state or local law, or is otherwise not in the best interest of the Family Partnerships of Central Florida, The National Center for Innovation and Excellence and Family Partnerships of Central Florida Foundation.
- G. The Family Partnerships of Central Florida, and The National Center for Innovation and Excellence, President and Chief Executive Officer, and Communications Department or a designee shall have the right to block access to any user who repeatedly violates or shows disregard for the Terms of Use, other FPoCF policies and procedures, federal, state or local law, or is otherwise not in the best interest of the organizations.
- H. Content concerning official business that is removed must be digitally retained, stored and timely disposed of in the manner required to meet the requirements of applicable public records laws.
- I. The Family Partnerships of Central Florida, The National Center for Innovation and Excellence, or Family Partnerships of Central Florida Foundation, President and Chief Executive Officer, in conjunction with the or Communications Department, may establish procedures authorizing FPoCF social media sites, as needed.
- J. Use of the organizational logo, photos and graphics shall be in compliance with most recent approved Style Guides and must be approved by the President and Chief Executive Officer in conjunction with the Communications Department.
- K. No copyrighted material shall be shared, posted or uploaded on any social media site authorized under this procedure unless an active, legitimate license for such purpose or consent of the author has been obtained.
- L. Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation encourage transparency and honesty in all communications. Be careful to reflect the diverse set of customs, values, and points of view that exist among publics, audiences and stakeholders.
- M. Quickly respond to your own mistakes by modifying posts, removing materials or taking the proper actions to provide clear, accurate and valuable information.

# Family Partnerships of Central Florida

- N. Immediately report all violations of this procedure to your supervisor and the Human Resources Director.
5. **Administration:** The Communication Department is responsible for the administration, updating and monitoring of the FPoCF Family of Agencies Sites. The Communications Department or designee will serve in the role of FPoCF Family of Agencies “Site Administrator.”
- A. The Site Administrator shall not reveal an account password or allow another to post content on the site unless the individual is approved for such purpose.
  - B. All information posted to any social media must be in compliance with applicable rules, policy and terms of use.
  - C. It is the responsibility of the Site Administrator to retain, store and dispose of all content created and received relating to Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation business, so as to ensure compliance with applicable rules contained in the “Reference” section of this procedure. Specifically, the Site Administrator shall keep a record of all posts, direct messages, tweets, re-tweets, responses, or replies made by the Site Administrator. The Site Administrator must configure the account settings or use a service which either delivers the content to a FPoCF e-mail mailbox or to a database/software program designed to provide records management.
  - D. To encourage public participation, the Site Administrator shall set any privacy settings on social media sites so the content on the site is as open and available to view by as many members of the general public as possible.
  - E. All content posted on the FPoCF Family of Agencies Sites and all responses to a user of the Site shall be factual, accurate, and in compliance with all FPoCF policies and procedures. The Site Administrator shall seek assistance before offering advice, support or comment on any topic that falls outside the Site Administrator’s duties or responsibilities.

## **Guidelines for use of Mobile Devices**

1. Usage: Depending upon the job position, some employees will be paid a stipend for use of conducting agency business activities on a personal mobile phone and some employees will be issued agency equipment for conducting agency business activities. Any employee of Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation who is issued a cellular phone or other mobile device shall use the phones or mobile device for business use. Mobile devices will be monitored on a monthly basis. Access to the telephone numbers which have been dialed by the employee may be requested when non-compliant activity has been detected. Emails and text messages may also be monitored or requested, if warranted.

2. Driving: Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation has a zero-tolerance policy regarding using a cellular phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cellular phone in any way. Any other mobile device activity that prevents an employee from focusing on driving such as surfing the internet, text messaging, checking email, use of applications, or other activities, is prohibited.

# Family Partnerships of Central Florida

This procedure may be updated at any time, without notice and each time a user accesses a social networking site, the new procedure will govern usage, effective upon posting. To remain in compliance, Family Partnerships of Central Florida, The National Center for Innovation and Excellence, and Family Partnerships of Central Florida Foundation suggest that you review this procedure, as well as any other communication policies and procedures, at regular intervals. By continuing to post any content after such new terms are posted, you accept and agree to any and all such modifications to this procedure.

Employees who violate this operating procedure will be subject to disciplinary action, up to and including termination of employment.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



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PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024