



POLICY: SOCIAL MEDIA POLICY

The District maintains certain social media sites, including a website, a Facebook page, an Instagram and a YouTube account ("social media"). Additional social media, including blogs, podcasts, LinkedIn, and Twitter (X) accounts may be created from time to time. All District social media shall be clearly designated to indicate that it is maintained by the District.

Each of the social media maintained by the District is the sole property of the District. The Chief Executive Officer shall have the authority to create, maintain, operate, preserve, or discontinue such social media, subject to express direction from a majority of the Board of Directors.

No information or content shall be posted to or removed from the District's social media unless approved by the Chief Executive Officer or designated staff; provided, that specific content shall be posted to or removed from the District's social media if directed by the Board of Directors at a public meeting. All content shall be for the benefit of the District and for the purpose of providing information regarding District activities, programs, and issues. The District's social media shall not be used to further the candidacy or political views of any Director, candidate, or employee. All content shall be respectful and maintain the privacy of employees and recipients of services provided by the District or its grantees.

No content shall be posted to the District's social media by or on behalf of any individual Director except a statement from the Board President on behalf of the District when approved by the Board in accordance with this policy.

No Director or employee shall maintain or operate a private social media site that purports to be an official District social media.

In compliance with California AB2019, the District will include specified information on the District's Internet Website for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies. The District shall establish and maintain an Internet Web site that lists contact information for the District, and (1) the adopted budget, (2) a list of current board members, (3) information regarding public meetings required pursuant to Health and Safety Code Section 32106 or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), (4) a municipal service review or special study conducted by a local agency formation commission pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Division 3 (commencing with Section 56000) of Title 5 of the Government Code), if any, (5) recipients of grant funding or assistance provided by the District, if any, (6) audits of the District's accounts and records pursuant to Section 26909 of the Government Code or Section 32133 of this code, (7) annual financial reports to the Controller, submitted pursuant to Section 53890 of the Government Code, (8) the District's policy for providing assistance or grant funding described in policy 23.6, and (9) any other information the board deems relevant.

Website ADA Compliance (Govt. Code §§6270.6 and 53087.8) In compliance with Federal and state laws that require government websites work with accessibility assistance systems (e.g., screen readers, magnifiers), the District will ensure that its websites meet accessibility standards and review its websites regularly with ADA checker software.

Computer Systems Transparency (Govt. Code §6270.5) In compliance with California government code §6270.5, the District will identify all computer systems and software used that collects information about the public, make the list available upon request in the District office, post the list in a "prominent" location on the website, and update the list annually.

Adopted and Approved by the Board: 10/24/24

POLICY: USE OF DISTRICT EMAIL ACCOUNTS

- A.* The District shall issue an official email address, using the District's domain name, to all Directors and employees. The District shall provide technical support to enable Directors and employees to access their official email accounts from mobile devices and home computers.
- B.* Employees are required to use their official email account for all District-related communications.
- C.* Communications from District employees to Directors regarding District business and meeting agendas shall utilize the Directors' official email accounts. A Director may request, in writing, that such communications be sent to a different email account.
- D.* Directors are encouraged to use their official email accounts for District-related communications. Email communications on a Director's personal or business account that relate to District business are subject to disclosure under the Public Records Act. Directors who do not utilize their official email account shall make their personal and/or business email accounts available for review by the District's legal counsel when necessary to comply with a request under the Public Records Act. Directors who receive nonprivileged emails regarding District business on their personal or business email accounts shall forward a copy to District staff together with any replies to maintain the District's records.
- E.* District email accounts shall not be used for election campaigning, fundraising, or similar purposes personal or political purposes.
- F.* In order to avoid inadvertent violations of the Brown Act, Directors and employees should exercise caution when using the "reply all" email function. Directors may not communicate with more than one other Director on a topic via email, except for trivial or scheduling matters. Comments or questions in a "reply all" response may constitute a serial meeting under the Brown Act.

