



## BOROUGH OF RINGWOOD

### **Social Media Comment Policy**

The Borough of Ringwood shares notices about {township} municipal government and its activities, events, and news via social media to reach a broader audience. Residents are encouraged to submit comments, pictures, articles, links questions, or concerns, but are asked to remember that this is a moderated online discussion site and not a public forum.

In addition to providers' Rights and Responsibilities and/or Terms of Service, residents must abide by the following on Borough social media sites:

Once posted, the Borough reserves the right to remove any submissions that contain:

- Vulgar language
- Defamatory or other personal attacks of any kind
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, national origin, marital status, physical or mental disability or sexual orientation.

Further, the Borough also reserves the right to remove, among other things, comments that:

- Are spam or include links to other sites
- Are clearly off topic
- Include identical or repeated comments
- Contain sexual content or links to sexual content. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement
- Advocate any illegal activity and shall be reported to law enforcement.
- Promote particular services, products, or political candidates or organizations
- Infringe on copyrights or trademarks
- Solicit commerce including but not limited to, advertising of any business or product for sale
- Have the potential to compromise the safety or security of the public or public systems
- Are made by persons identifiably under the age of 13 in order to comply with the Children's On-line Protection Act
- Contain personally identifiable medical information
- Contain personally identifiable information such as email addresses, social security numbers, phone numbers, or any other information for which a person has a reasonable expectation of privacy

- Have content that violates a legal ownership interest, such as a copyright or infringement of other intellectual property rights.

The Borough Administrator and/or his/her designee shall ensure adherence to this Social Media Policy and shall remove or restrict any content that is deemed in violation of the Social Media Policy or any applicable law. Any content removed will be retained by the Borough Administrator pursuant to the applicable Borough retention policy, including the time, date and identity of the poster when available.

Users who violate this policy may be banned from future commenting or blocked from the social media site where the violation occurred without prior notice.

Please note that the comments expressed on any Borough of Ringwood social media site do not reflect the opinions and position of the Borough of Ringwood government or its officers or staff.

It is recognized that the internet and social media are available 24/7. Comments are welcome at any time. However, due to the need to manage resources, questions and comments will be responded to during normal business hours: Monday – Friday, 8:30 AM to 4:30 PM. Occasionally, questions and comments may be answered outside of normal business hours as it relates to public safety (snow removal, water main breaks, road closures, etc.)

The Borough social media sites are not to be used for making any official communications to the Borough, for example: reporting crimes or misconduct, reporting dangerous conditions, requesting an inspection, giving notice required by any statute by ordinance or regulations such as but not limited to notices of claim.

This Policy shall be displayed to users or made available by hyperlink.

If you have any questions concerning the Social Media Policy, please contact the Borough at (973) 475-7108.