

**State of Oklahoma
Oklahoma Abstractors Board
Social Media Policy**

Policy Number: OAB - 001
Board Approved: 10.15.2019
Effective Date of Policy: 10.15.2019

Purpose

This policy governs social networking and social media by employees of the Oklahoma Abstractors Board (OAB). The use of social media on behalf of the agency is only encouraged in the event it furthers the goals of the agency. The OAB has an interest in deciding what is “spoken” on its behalf on social media sites.

Definitions

“Social networking” or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro-blogs, video or photo sharing.

Acceptable use

Personal use

OAB employees may have personal social media accounts, which should remain personal in nature and be used to share personal opinions or non-work related information.

OAB employees shall not use their agency email account or password in conjunction with a personal social media account or site.

Professional use

If the OAB uses social media as a form of communication, any comments or posts must be professional in nature and are governed by the Oklahoma Constitution, Oklahoma statute, Ethics Rules, and the Oklahoma Information Security Policy, Procedures and Guidelines.

Only individuals authorized by the agency may publish content to an agency web site or social media.

Oversight

The OAB State Administrator of Abstracting is responsible for oversight of content posted on agency websites or agency social media.

OAB -related communication through social media shall be professional in nature and always conducted per OAB policy, practices and expectations. Employees must be respectful and thoughtful in the business use of social media. Content that could compromise the safety or security of the public or public systems, solicitations of commerce, or promotion or opposition of any person campaigning for election to a political office or promoting or opposing any ballot proposition shall not be posted on agency websites or agency social media.

Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, with regard to public assistance, national origin, physical or mental disability, or sexual orientation shall not be posted on agency websites or agency social media.

Content that may violate applicable local, state or federal laws or regulations shall not be posted on agency websites or agency social media.

Sharing or posting of content for work purposes that contains any of the following is strongly discouraged:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; or
4. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.

Inappropriate use of social media by OAB employees may be grounds for disciplinary action, up to and including dismissal.

Records Management and Open Records

All content, comments and replies posted on any official OAB website or social media are subject to the Oklahoma Open Records Act. Information disseminated using social media technology is subject to being re-printed in newspapers, magazines or online in any other online media format.

Social computing content created or received by state agency personnel may meet the definition of a "record" as defined by state statute, when the content is made or received in connection with the transaction of the official business of the agency, and should be retained as required. This applies to content made or received whether during work hours or on personal time regardless of whether the communication device is publicly or privately owned.