

Public Terms of Use of COMPASS Social Media

COMPASS encourages the public to engage with COMPASS via its social media sites. The use of COMPASS social media sites are subject to the following disclaimers and Public Terms of Use.

1. Disclaimers

- i. COMPASS social media sites are continually updated and may not be free from error.
- ii. Activity on or by COMPASS on its social media sites (e.g., links, shares, likes) does not constitute an endorsement by COMPASS.

2. Public Record

- i. All COMPASS communication, including social media posts, are public records and are managed in compliance with public records laws.
- i. Posts on COMPASS social media pages, including posts by the public/third parties, are subject to public records requests.
- ii. Social media should not be used to submit a public records request; public records requests should be submitted using the public records request form on COMPASS' web site at www.compassidaho.org/people/request.htm.

3. Record Retention

- i. COMPASS social media posts, and posts by the public/third parties on COMPASS social media pages, should be retained on the platform in which they were posted in perpetuity, subject to limitations established by each platform, except as noted below.
- ii. COMPASS is not responsible for retention of public/third party posts if such posts are removed or changed by anyone other than COMPASS.
- iii. Removal of, or changes to, COMPASS social media posts
 - a. COMPASS may remove or change its own social media posts if a post is posted in error, contains erroneous information, or otherwise violates COMPASS' communication standards.
 - b. COMPASS posts that are removed or changed should be preserved.
- iv. Removal of, or changes to, public/third party social media posts.
 - a. COMPASS may remove public/third party posts if such posts violate COMPASS' social media Public Terms of Use.
 - b. Third party posts that are removed by COMPASS should be preserved.

4. Public Dialogue

- i. Comments and questions are encouraged on COMPASS social media sites.
- ii. Comments submitted on social media sites are not considered official "public comments" on COMPASS plans or programs; official public comments should be emailed to COMPASS at info@compassidaho.org or submitted per instructions as posted on the COMPASS website (www.compassidaho.org) during official public comment periods.

5. Public/Third Party Use of COMPASS Social Media Sites

- i. All content posted on COMPASS social media sites is subject to monitoring.
- ii. The following types of content are not allowed on COMPASS social media sites and are subject to removal:
 - a. Profane language or content
 - b. Content that promotes, fosters, or perpetuates discrimination
 - c. Sexual content or links to sexual content
 - d. Solicitation/advertising on behalf of a private business
 - e. Content that encourages violence or illegal activity
 - f. Defamatory or personal attacks
 - g. Harassment of, or threats to, any person or organization
 - h. Information that may compromise the safety or security of the public
 - i. Content that violates copyright law or other legal ownership
 - j. Conduct that violates federal or state law
 - k. Confidential information
 - l. Repetitive content; repeated posting of identical or very similar content in a counter-productive manner
 - m. Content irrelevant to thread of conversation, including random or unintelligible comments
 - n. Comments in support of or in opposition to any personal political campaign
 - o. Photos or videos containing recognizable individuals, except when posted by COMPASS
- iii. Content that violates these terms are subject to removal
 - a. If content is removed, it will be retained by COMPASS for five fiscal years from the date of the end of COMPASS' fiscal year (September 30)
- iv. Denial of access for violating terms of use
 - a. COMPASS reserves the right to deny access to any of its social media sites for any individual who violates COMPASS' social media terms of use at any time and without prior notice.
- v. Contest removal of content or denial of access
 - a. A user may contest the removal of his/her content, and/or denial of access to COMPASS social media platforms by contacting COMPASS at info@compassidaho.org.

6. Social Media Platform Terms of Service

- i. Posts on COMPASS social media pages are subject to each platform's individual terms of service and may be removed by that platform if found to be in violation of those terms.
- ii. If COMPASS discerns that a post to any of its social media pages may be in violation of the platform's terms of service, COMPASS reserves the right to report the post and/or user to the platform.

March 2018