



### **Marshfield Clinic AmeriCorps - Social Media Policy**

The social media policy is designed to assist members in the use of social media during their service year. AmeriCorps has no authority to control what a member says or expresses. However, AmeriCorps does have the ability to react, through administrative means, to what has been said that violates the policy as stated below.

1. Members should follow all applicable AmeriCorps policies when on social media sites. For example, members should not share confidential or proprietary information about their clients, host site agencies, coalitions, or Tribal nations, and they must maintain privacy.
2. When posting to public social media or Internet sites, members should assume colleagues and supervisors will read the posts. Violations of the social media policies in a public manner may result in disciplinary actions up to and including termination of service, even if the violation occurs when away from service.
3. Material posted anywhere on the Internet may be difficult or impossible to remove. Members may suffer personally and professionally from sharing of inappropriate material, comments or information on the Internet.
4. With the exception of appropriate professional sites, when discussing AmeriCorps or related topics, make it clear that you do not speak for AmeriCorps. Include a disclaimer that you are speaking from your own personal opinion and not as a representative of AmeriCorps. In those circumstances, you should add a disclaimer such as: "The views expressed on this [blog; website] are my own and do not reflect the views of AmeriCorps." Also consider adding this language in an "About me" section of your blog or social networking profile.
5. Always use good judgment, caution and discretion when posting items online. If your online post damages the reputation or brand of AmeriCorps, host site or coalition or violates AmeriCorps policies, you may be subject to disciplinary action up to and including termination of your service.
6. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on AmeriCorps and may result in liability for you or AmeriCorps.
7. With the exception of appropriate professional sites, employees should use a personal e-mail address (not their service site provided address) as the primary means of identification. Just as members would not (and should not) use AmeriCorps stationery or their service site e-mail account for a letter to the editor with their personal views, do not use a service site e-mail address for personal views.
8. Members should not use host site computers to connect with social media sites without permission from their supervisor and/or the host site.
9. Members should be aware that quotes, ideas, or works of others are covered by U.S. and international copyright laws. Members must follow all applicable laws pertaining to copyright.

**I have read and understand this policy.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_