

## AGO POLICY II.20

## SOCIAL NETWORKING FOR AGENCY PURPOSES

**Contact:** Information Services Division  
Director

**Cross References:** *RCW 42.52.160; Bar Association and Legal Professional Activities; Discrimination Complaint Policy & Procedure; Records Retention and Destruction Policy and AGO Records Retention Schedule; Sexual Harassment Policy; Software on AGO Computers Policy; Use of State Resources Policy; Internet Services Use*

**Approved:** 07/07/10 (rev. 12/06/10)

### I. POLICY STATEMENT:

**The purpose of this policy is to define and establish the use of social media in the workplace for agency purposes.**

#### A. Overview:

Social media, used for social networking, refers to providers or services that use the Internet for blogging, microblogging, photo sharing, video sharing, wikis, discussion boards and networking. The Internet is available to support the goals, objectives and operation of the AGO. Its use is subject to the restrictions set out in the *Internet Services Use*, *Software on AGO Computers* and *Use of State Resources* policies, including applicable ethical standards.

#### B. Permitted Use:

Staff may use social media only for approved agency purposes, including professional networking, to support the mission of the office provided they follow the *Use of State Resources* policy. Use of social media for personal purposes is not permitted on AGO equipment; there will be no de minimis use.

Social media shall not be used to transmit information or knowingly connect to sites for an unlawful or prohibited purpose, including, but not limited to, the following examples:

- Discrimination on the basis of sex, race, creed, color, gender, religion, age, marital status, national origin, sensory, mental, or physical disability, sexual orientation or veteran status;
- Sexual harassment or sites containing sexual content;
- Transmission of obscene materials;
- Infringement on any copyright;
- Expression of any campaign, political or religious beliefs;
- The conduct of a personal, outside business, or other financial benefit or gain.

**APPROVED**  
**Executive Ethics Board**

Date: Dec 12 2010

Failure to abide by policies established for use of social media or participation in any activity inconsistent with the AGO values of excellence and effectiveness through Transparency, Honesty, Respect, Innovation, Competition and Ethics (THRICE) may result in the loss of social networking privileges. As with any policy, violation may also result in disciplinary action up to and including dismissal.

Users of social media sites should take into consideration the lack of anonymity and should exercise sound judgment, including considering whether usage may impact work performance, office morale or overtime issues. As with any work product the *Records Retention and Destruction Policy* and *Public Records Requests—Processing Policy* apply. In addition, attorneys should be mindful of the *Rules of Professional Conduct* whenever using social media sites for any purpose. These considerations apply also when using personal devices for social media for agency purposes.

### C. Privacy:

The Internet is an unsecured publicly accessible network. **Employees and volunteers should have no expectation of privacy in the use of Internet resources. Owners of Internet sites commonly monitor usage activity and those activities may be disclosed to any number of parties.**

**The AGO reserves the right to monitor Internet usage at such times and in such circumstances as appropriate.**

Social media shall not be used to distribute privileged or confidential material.

## II. RESPONSIBILITIES:

*All employees* shall understand and follow the guidelines contained in this policy. *Employees* seeking to set-up a social networking account must complete the *Social Networking Use Agreement* and obtain *Division Chief* approval. The *Division Chief* notifies the *Information Services Director* of account set-up. *Employees* must read the Terms of Service when setting up accounts so provisions and risks contained in the site are known.



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Attorney General

APPROVED  
Executive Ethics Board

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