

## RESOLUTION NO. 05-22

### A RESOLUTION AMENDING RESOLUTION NO. 12.21 OF THE CITY COUNCIL OF THE CITY OF WESTON LAKES, TEXAS APPROVING THE CITY OF WESTON LAKES INTERNET USE AND SOCIAL MEDIA POLICY

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTON LAKES, TEXAS:**

Section 1. The City Council hereby approves the updated City of Weston Lakes Internet Use and Social Media Policy, a copy of which is attached hereto as Exhibit "A" and incorporated herein for all purposes as though set forth in its entirety in this resolution.

PASSED, APPROVED, AND RESOLVED this 24<sup>th</sup> Day of MAY, 2022.

BWall

Bob Wall  
Mayor

Attest:



Jenni McJurkin

Jenni McJurkin, City Secretary

## **Exhibit A**

# **CITY OF WESTON LAKES**

## **INTERNET USE AND SOCIAL MEDIA POLICY**

### **1. INTERNET USE AND SOCIAL MEDIA POLICY**

#### **1.01. CITY OF WESTON LAKES WEBSITE**

The official City of Weston Lakes website is <https://cityofwestonlakes-tx.gov/> .

#### **1.02 ADMINISTRATION OF CITY OF WESTON LAKES WEBSITE**

The City Secretary shall administer the City of Weston Lakes website.

#### **1.03 ADMINISTRATION OF CITY OF WESTON LAKES WEBSITE**

The City Secretary is responsible for making sure that certain documents related to City business, including meeting announcements, ordinances, resolutions, budgets, and emergency management materials are placed on the website in full transparency to the citizens of the City. The Mayor or City Council may direct the City Secretary to place additional information on the City website as long as it conforms to the provisions of this policy and all other City policies. The records on the City website are official records of the City and shall be stored in accordance with the City of Weston Lakes Record Management Plan.

#### **1.04 POLICIES INCORPORATED**

This Policy incorporates the provisions of the City of Weston Lakes Anti-Harassment and Non-Discrimination Policy and Ethics Policy. The City website shall not be used for promoting any employee or City official's personal opinion, agenda, or for use for political activities or campaigning.

### **2. SOCIAL MEDIA POLICY**

#### **2.01. DEFINITION OF SOCIAL MEDIA**

"Social media" means and includes Internet technologies that facilitate and promote interactive communication, participation, and collaboration. Examples of social media include, but are not limited to, the web sites and applications Blogger, Facebook, LinkedIn, Twitter, Tumblr, Foursquare, Meetup.com, Flickr, YouTube, Yelp, Second Life, and Wikipedia, and the interactive tools and functions they provide to users. This policy is not meant to address one particular form of social media, but rather social media in general, as advances in technology will occur and new tools will emerge.

#### **2.02 CITY OF WESTON LAKES SOCIAL MEDIA SITE**

The City of Weston Lakes does not maintain any official social media sites.

#### 2.03 PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES

Employees of the City of Weston Lakes shall not use their City of Weston Lakes email address to register personal social media accounts. Employees shall make sure not to associate any social media post or account with the City of Weston Lakes as an official City post or as supported by the City.

2.04 CITY EMPLOYEES, ELECTED OFFICIALS AND VOLUTEERS IN LEADERSHIP shall use only City assigned devices for City of Weston Lakes business, ie, city assigned cellphones, tablets, laptops, etc.

All City assigned devices are the responsibility of individual assigned the equipment. Laptops must have, at all times, internet security in force.