

Auditing and Monitoring

Should a public records request be made, Communications staff will work with the District Record's office to locate and copy the requested material. Additionally, all District social media accounts are monitored and archived, including user comments, posts and edited material. Users should have no expectation of privacy. Users should further be aware that the District's archiving includes both the posted version of the comment as well as all metadata, including original version which are later edited or deleted.

C. Prohibited Content

The District reserves the right to remove content that is prohibited and considered a hindrance to the mission of the District. Such information includes, but is not limited to:

- a. Profane, offensive or abusive language
- b. Offensive graphic or explicit content
- c. Personal attacks against a person or group
- d. Endorsements of any product, service, group or business
- e. Solicitations or advertisements unless approved by Communications Office staff; example when the District is a co-host of an event
- f. Endorsements or lobbying for political parties, groups or candidates
- g. Personal, sensitive or confidential information
- h. Copyrighted content without necessary permission
- i. Photographs of the public or staff without permission

Individuals may be blocked from posting on District social media accounts when there is a pattern of violation of the above standards.

D. Accessibility Guidance

The District is committed to providing transparent, accessible information to the public, especially to those with disabilities. Therefore, the District strictly adheres to 282.603 F.S. which outlines requirements to follow the federal Section 508 standards for electronic information sharing.

Section 508, Sub-part B, §1194.22, of the Federal Rehabilitation Act requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities unless an undue burden would be imposed on the agency.

A statement outlining the District's commitment to accessibility is required to be placed on the District's website. The District will conduct periodic reviews of accessibility for web and electronic documents.

E. Emergency Communications

During emergencies such as hurricanes, all standard daily postings may be suspended and replaced with postings to help the public and staff stay informed of the current emergency and steps they need to take. The Communications Office staff may also share posts from emergency management entities or local, state and federal entities for road closings, boil water notices and similar safety topics.

Communications staff will operate in accordance with the provisions of the District's Continuity of Operations Plan.