

Insert a chart and animate it, by series, with the Wipe animation

Social Networking Policy

Expectations and Guidelines for City of Aspen Falls Employees

Lectures_Intro.ppt_Social_Networking

Highlight information on Slide 1 and keep annotations.

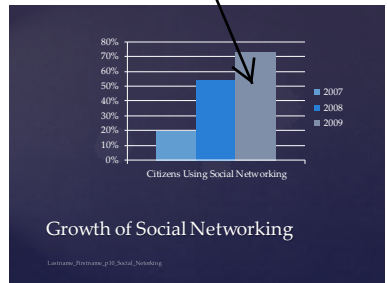
⌘ Social networking sites are websites that connect people. In these online communities, people can join (for free) and at a minimum, establish a page with their profile.

⌘ http://www.usa.gov/webcontent/technology/social_networks.shtml

What are Social Networks?

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Copy Social Networking information and URL from the Internet



Insert a new Slide 3 with the title *Growth of Social Networking* in a 36 point font

Move Slide 10 so that it appears before Slide 6

Social Networking Sites

⌘ Acceptable Use

- ⌘ Using social networking sites responsibly for entertainment and networking
- ⌘ While at work, use only professional social networking sites for work related purposes

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Social Networking Sites

⌘ Unacceptable Use

- ⌘ Using a *personal* social networking page to identify yourself as an employee and then portraying the City of Aspen Falls in a derogatory manner
- ⌘ Using a personal social networking page to identify yourself as an employee and then sharing private information about coworkers, work teams or policies

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Discussion

⌘ How many of you are using a Social Networking site?

- ⌘ Which ones?
- ⌘ For what?

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Public vs Private Lives

⌘ Line has blurred

- ⌘ Social Networking pages are accessible by everyone
 - ⌘ Citizens
 - ⌘ Coworkers
 - ⌘ Boss
- ⌘ Remember that anything you publish on the internet is public information

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Guidelines

- ⌘ Use Social Networking sites responsibly
- ⌘ Carefully review information before sharing
 - ⌘ Do not share information in anger or out of retaliation
- ⌘ Use Social Networking sites to your professional advantage for work related purposes
- ⌘ Network and share with professionals in your field
- ⌘ Protect personal information
 - ⌘ Password
 - ⌘ Invitations

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Expectations

- ⌘ Conduct yourself professionally
- ⌘ Consider what your co-workers would think if they saw your page
- ⌘ Use Social Networking sites to promote Aspen Falls and present our city in a positive manner

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- ⌘ Do not use purely recreational Social Networking sites during work hours
- ⌘ Most of the popular Social Networking Sites are blocked by Surf Control on City Hall computers
 - ⌘ Do not attempt to alter your settings to get around this
- ⌘ Inappropriate content, as outlined in the *Acceptable Use of Technology Handbook*, is prohibited on City Hall owned computers

Policies

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- ⌘ If any policies are violated, employees will be subject to disciplinary action, up to and including termination

Consequences

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- ⌘ Ask yourself, "Would I feel comfortable showing this to my boss, in front of my entire department?"
- ⌘ If not, do not publish it to a social networking site!

Common Sense

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- ⌘ Thanks for joining us!
- ⌘ Please call HR with any questions or concerns.

Wrap Up

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Bibliography

Social Networks and Government. (2008, November 19). Retrieved June 20, 2010, from WebContent.gov: http://www.usa.gov/webcontent/technology/social_networks.shtml

Sources

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1. Create bibliography in Word.
2. Copy citation from Word and paste into PowerPoint

1. Package the presentation in a CD folder
2. Add the file name to the Notes and Handouts footer for all pages.
3. Submit as directed.