

- b. Do not display the Village seal or other official logos, emblems or patches on personal social networking accounts;
 - c. Do not discuss any Village related information or business that is not considered public information. The discussion of sensitive, proprietary or confidential Village business is strictly prohibited;
 - d. Do not state or imply that you speak for the Village, for a Village department or Village officials.
- B) Profile Professionalism. If you are identified as an employee, agent, appointed or elected official of the Village, or you have a public facing position for which your Village association is known to the public, ensure your profile and related content (even if it is of a personal and not an official nature) are consistent with how you wish to present yourself as a Village professional and appropriate with the public trust associated with your position. Individuals should have no expectation of privacy when using social media tools.
- C) Use a disclaimer. Where you publish to a blog or some other form of social media, make it clear that what you say there is representative of your views and opinions and not necessarily the views and opinions of the Village of Lombard. Unless you are specifically authorized by the Village Manager to speak on behalf of the Village, consider the following disclaimer on blogs or social media where you identify yourself as a Village employee: “The postings on this site are my own and do not necessarily represent the positions, strategies, or opinions of the Village of Lombard.
- D) Individuals shall not engage in online debate or dialogue on social media regarding specific Village projects, issues, policies or plans. Instead, individuals or organizations should be directed to Village resources and encouraged to contact Village personnel via phone or e-mail to discuss.
- E) Personal Conduct. Do not engage in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
- F) Political Use. Elected officials who use the same social media for communicating with constituents as they do for campaigning risk violating the law again use of government resources for political purposes. Elected officials who use social media for campaigning shall establish separate social media for that purpose and shall not access that social media using government technology.