

Chapter: Conditions of Employment	<b>Effective Date: 3/15/15</b>
<b>Title: Personal Use of Social Media</b>	Page: 1 of 2
ACA: N/A	New

(a) **Policy.**

- (1) The Texas Juvenile Justice Department (TJJD) establishes limitations on the personal use of social media by TJJD employees and may monitor social media sites to ensure compliance with these limitations.
- (2) The limitations in this policy are intended to protect confidential, privileged, and proprietary agency information and to prevent significant workplace disruptions that can impact agency operations.
- (3) TJJD does not intend to restrict an employee's right to use social media while off-duty to discuss employment-related matters such as wages, hours, and working conditions.

(b) **Additional Resources.**

[PRS.02.31](#) establishes limitations on personal use of TJJD information technology resources.

(c) **Definitions.**

Except as noted below, see the PRS Glossary for definitions of certain terms used in this policy.

**Social Media:** Publicly available, internet-based platforms that publish user-generated content. This includes blogs and microblogs (e.g., Pinterest, Twitter, The Daily Beast), wikis, media-sharing sites (e.g., Instagram, YouTube, SlideShare), podcasts, social networking sites (e.g., Facebook, Myspace, LinkedIn), mash-ups, virtual worlds (e.g., gaming programs and sites), and similar application or technologies currently in existence or other platforms that may be developed in the future.

(d) **Limitations.**

When using social media, TJJD employees:

- (1) must comply with limitations established by any TJJD policy or employee general rule of conduct about communications, ethics, harassment, and related topics; and
- (2) must not:
  - (A) post information in a manner that would give an ordinary member of the public the impression that their communication represents TJJD views or positions;
  - (B) disclose, post, or discuss any confidential information (e.g., information concerning individual TJJD youth, other juveniles, or TJJD investigations);
  - (C) engage in intimate or personal written communication with a youth involved in the juvenile justice system, except as described in Note 2;

Note 1: The [Employee Handbook](#) also prohibits such communication through letters, emails, or text messages (rule of conduct 3.03).

Note 2: Item (C) above does not prohibit contact with a juvenile-justice-involved youth if the employee has a pre-existing relationship with the youth and that relationship has been disclosed to management.

- (D) post information that disparages the race, color, religion, gender, age, genetic information, sexual orientation, gender identity, veteran status, disability, or national origin of any TJJJ employee, contract employee, volunteer, youth, or family member of a youth; or
- (E) post information that could reasonably be expected to provoke a fellow employee and hinder his/her ability to perform his/her job or cause significant disruption to the workplace.

Note: The Employee Handbook also prohibits provoking a fellow employee through emails or text messages (rule of conduct 5.05).

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