




<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A30</b>
<b>SUBJECT: SOCIAL MEDIA PLATFORMS POLICY</b>	<b>EFFECTIVE DATE: 10/10/2023</b>
<b>FROM: CRYSTAL CALDERA, CITY MANAGER</b> 	<b>LAST REVISION DATE: N/A</b>

**A. PURPOSE**

Social media provides government entities with another avenue to reach the public that they serve. It is the goal of the City of Leon Valley to provide its citizens with information in a secure manner. This policy addresses information security in alignment with Texas Senate Bill S.B. 1893 prohibiting the use of certain social media platforms. This policy is designed to prevent the intentional or unintentional recording and dissemination of sensitive information to foreign nationals.

**B. RESPONSIBILITIES**

**Supervisors** have the responsibility to instruct their staff that TikTok and other COVERED APPLICATIONS are not to be installed or used on any city owned devices. They also have the responsibility to instruct users not to use TikTok and other COVERED DEVICES on their personal devices or city owned devices in all areas.

**Users** are responsible for ensuring that TikTok and other COVERED APPLICATIONS are not installed on any city owned devices that they use. They should contact the Technology Department for assistance in removing them from their devices if they find them installed on those devices. They should not use TikTok or other COVERED APPLICATIONS while in city buildings and while on official city business.

**C. POLICY**

1. No city owned devices are allowed to have COVERED APPLICATIONS being defined as: “the social media platform TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited; or a social media application or service specified by executive order of the governor under Section 620.004” of the Texas Government Code.
2. This policy applies to all users who are assigned the use of a city owned device in all the city owned and operated locations. This policy is enforced 24 hours a day, 7 days a week, 365 days a year.
3. The term user(s) applies to: Full Time, Part Time, Volunteer, and Contractors.

4. The term device applies to but is not limited to the following: Desktops, Laptops, Tablets and Cell Phones.
5. The term sensitive location is defined as any area that contains written, visual, audio recordings, spoken word, or broadcast that, if compromised can harm an individual, group, or governmental entity.

**D. EXCEPTIONS**

Exceptions will be granted to the LAW ENFORCEMENT and/or the TECHNOLOGY DEPARTMENT, to install TikTok or any COVERED APPLICATION on devices specified for use in investigation, and the development and implementation of information security policies. Both instances will be documented as described in Section 620.004.