

Procedure to Administer Town of Portola Valley Social Media Channels

The purpose of the Town of Portola Valley's social media page is to support the Town's official website in providing information to the community about the latest news, activities, programs, projects, and events.

Any comment submitted to this page and its list of followers may be considered a public record, which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the Town Clerk at: townhall@portolavalley.net.

Comments posted to this page are monitored. The Town reserves the right to remove comments that are inappropriate. The following are examples of content that may be removed if inappropriate:

- Profane language or content.
- Explicit sexual or harassing content, including links to such content.
- Violent or threatening content.
- Solicitation of commerce, commercial activities, fund-raising or sponsorship.
- Illegal activity.
- Information that may compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement.
- Political activities by Town employees in an official capacity.
- Posts by employees that violate the Town of Portola Valley's policies and procedures.
- Personal information about employees or residents.
- Off-topic discussions or postings (for limited public forums).
- Making or publishing of false or defamatory statements concerning any individual.
- Links that are:
 - a. Primarily commercial in nature; or
 - b. Charge a user-fee for access.

Any inappropriate content will be removed as soon as possible; however, the Town of Portola Valley disclaims any materials that cannot be removed in an expeditious manner and further disclaims all responsibility and liability for material considered inappropriate for posting.

Retweets, links to content, and likes are not endorsements by the Town of Portola Valley.