**National Sea Grant Office Social Media Policy**

1. Know and follow the [Department of Commerce Ethics and Standards of Conduct](http://www.ogc.doc.gov/ethics.html) , [NOAA Ethics Rules](http://www.ogc.doc.gov/pdfs/noaa.pdf), [Office of Special Counsel FAQ Regarding Social Media and the Hatch Act](http://www.osc.gov/documents/hatchact/federal/2010-08-10%20FAQs%20Re%20Social%20Media.PDF) and comply with all NOAA Policy & Security Considerations for Social Media Products & Third Party Services (available on request).
2. First and foremost, think before you post. If in doubt of whether or not you should post something, don’t. Remember that once something is posted online, it will remain public for a very long time.
3. Respect copyright and fair use laws.
4. Don't provide NOAA, Sea Grant or any individual’s confidential or other proprietary information and never discuss federal government sensitive matters publicly.
5. When you do make a reference to a federal agency, partner/collaborator or Sea Grant program, link back to the source. Also if possible, let the source know that you have linked to them.
6. Use retweeting or reposting responsibly. Make sure you follow all main links of a post before you put it on a Sea Grant social page. Don't publish anything that might allow inferences to be drawn which could embarrass or damage the reputation of Sea Grant, NOAA, the DOC or any of our partners and collaborators.
7. Respect your audience. Don't engage in any conduct that would not be acceptable in your workplace. You should also show proper consideration for others' privacy and should never allow topics that are considered libelous or lobbying.
8. Personal responsibility. You are personally responsible for content you publish into social media tools – be mindful that what you publish will be public for many years.
9. Don’t pick fights. Allow for negative feedback, but respond to it in a meaningful and constructive way.
10. Monitor comments and the community to determine the impact of comment(s) and provide any needed clarification.
11. Be the first to respond to your own mistakes.

**NSGO Priorities for Posting**

1. State program impacts, accomplishments, products
2. State programs in the news
3. State program SG events of general interest
4. State program RFPs/awards
5. NSGO announcements to programs/public
6. Other OAR program/lab news
7. Other NOAA news
8. Other SG-related information