

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Web-Based Content Management

Number: I 2

Approved: Signature on file

Date: 9/30/19

POLICY

The content on any SSA web-based venues (e.g., SSA Internets, County/SSA Intranets, Facebook, Twitter, etc.) must be in compliance with Section 508 of the American Disabilities Act (ADA) standards and the Fair Employment and Housing Act (FEHA). The content published online becomes the property of SSA and/or the County of Orange and may be used by the County to the extent permissible by law. In general, content on SSA web-based venues is considered public domain and may be distributed or copied as permitted by law, unless otherwise indicated. All copyrighted materials (e. g., documents, videos, photographs, images, etc.) must have the necessary permissions for use. Content must not contain illegal or inappropriate materials and should follow the County of Orange Information Technology Policy and Procedure, eGovernment Appropriateness of Content Policy.

SSA social media venues are covered by the existing County of Orange Social Media Disclaimer. External website's (non-County) hyperlinks to the SSA Internet are also subject to County Executive Office Internet Links Policy.

User visits to any SSA web-based venue are subject to the County of Orange Privacy and Security Policy.