



## SHAPING SASKATOON ONLINE PROTOCOL

### **Code of Conduct**

This document guides the conduct for posting comments on our site. It seems like a long list but it really is simple – keep on topic and be respectful. Everyone should have an opportunity to be part of the online conversation and to have a positive experience.

- a. This is intended to be a forum for community conversation. Be respectful of others, especially when disagreeing with others. Be courteous to everyone even those whose opinions you may disagree with. We encourage healthy debate, but please express your opinion about a person's ideas, not about them personally.
- b. Abstain from defamatory speech. Personal remarks about other members, including negative remarks about their age, disability, gender, ethnicity, race, nationality, religion, sexual orientation, intelligence, character, appearance, health, mental health, education, or any other personal characteristic are not appropriate. Posts and discussions intended to criticize or ridicule other members personally are not allowed and will be immediately removed. The same rules apply to comments regarding members of City Council, the City Administration or the City of Saskatoon, generally.
- c. Do not post obscene, vulgar, or otherwise offensive content. Do not display words, information, or images that are vulgar, obscene, graphically violent, graphically sexual, harm minors in any way, exploit images of children, or are otherwise objectionable. This includes URLs of sites that display such words, images, or information.
- d. Please follow the laws governing copyright and fair use or fair dealing of copyrighted material owned by others. Always get permission from rightful owners of content, logos, photos, and video files.
- e. Discussions should be transparent, open and honest. Be clear on your role or understanding of a topic.
- f. Be yourself. Comments and posts using pseudo names may be removed.
- g. Spam, including advertisements and personal promotions will be removed.
- h. Material that advocates illegal activity or discusses illegal activities with the intent to commit them will be removed and participation privileges suspended.
- i. Please report any problems you encounter on the site, including broken links or violation of the Shaping Saskatoon Code of Conduct. If you see something that bothers you tell us about it. We will do our best to investigate all complaints and will take action if appropriate. The City of Saskatoon will be actively monitoring the site but we may not look at every conversation or media posted. However, if we notice something—or you report something—that we believe violates this code of conduct we will take appropriate action. We may remove postings, lock postings, provide a warning or suspend usage to maintain the integrity of the Shaping Saskatoon environment. Remember that these guidelines are intended to provide a safe forum for all community participants. These guidelines are a work in progress, so please check back often for revisions.

**Any person using these sites agrees to these rules and they will comply with these Terms and Conditions and all applicable laws.**

### **Privacy**

The City of Saskatoon is committed to protecting the privacy and confidentiality of people's personal information. All personal information that is collected by the City through the Shaping Saskatoon online community engagement tool, whether through this website or by other means, is subject to the Saskatchewan Local Authority Freedom of Information and Protection of Privacy Act. The City Clerk is responsible for administering the provisions of the Act. If you have any questions or concerns regarding the City's use of personal information, please contact: City Clerk, City of Saskatoon, 222 Third Avenue North, Saskatoon, SK, S7K 0J5 Email: [city.clerks@saskatoon.ca](mailto:city.clerks@saskatoon.ca)

# Shaping Saskatoon



## **Disclosure**

Shaping Saskatoon and the City of Saskatoon considers your personal information to be confidential. Our policy is to not disclose this information to third parties except as allowed by The Local Authority Freedom of Information and Protection of Privacy Act. The City of Saskatoon does not sell, rent or transmit personal information to other organizations.

All demographic information being gathered will be used for research and statistical purposes to assist the Administration in reporting back the results of our community engagement initiatives. Reports on community engagement initiatives are prepared to provide City Council with assistance in its decision making. At no time is any personal information provided in these reports. Users are able to “unsubscribe” to Shaping Saskatoon at any time should they choose to no longer participate.

## **Disclaimer**

The following provides visitors and participants with some general information about the Shaping Saskatoon online community engagement tool. We hope you have an enjoyable experience and find a way to participate that is right for you.

- a. The Shaping Saskatoon website is intended to provide another convenient way for citizens to provide comments and feedbacks about City projects and initiatives.
- b. The Shaping Saskatoon website was created to add to the ways we share information, raise awareness and communicate with the citizens of Saskatoon. It offers information and ways to participate in Shaping Saskatoon events and activities.
- c. The Shaping Saskatoon website shares information on important topics. We encourage readers to use these resources to get informed about topics and then participate in an online dialogue with other members of our community.
- d. The Shaping Saskatoon website offers a variety of methods intended to engage readers and offer a forum for the community to have a dialogue and learn from one another. Please be respectful.
- e. The City of Saskatoon will monitor the Shaping Saskatoon comments and postings.
- f. The City of Saskatoon will generally not respond to comments and postings unless it is to point out any inaccuracies. If participants have specific questions or concerns they would like addressed by the City please contact us by email, phone or fax.
- g. City of Saskatoon employees are subject to following the corporate online protocols and policies.
- h. Comments and posts do not necessarily reflect the views of the City of Saskatoon and may not be based on accurate information.
- i. Links to websites or outside resources do not imply any endorsement by Shaping Saskatoon or the City of Saskatoon of such websites or resources or the content, products, or services available from such websites or resources.
- j. By submitting any comments or materials through any content generating service or Shaping Saskatoon website, you grant the City of Saskatoon a royalty free, non-exclusive right and license to use, copy, adapt, publicly display and create compilations from such web submitted materials, for the limited purposes of publishing and promoting such materials in connection with Shaping Saskatoon.

**As of January 15, 2014**