



Alaska State Legislature

Facebook Access Request and Policy Receipt Form

**Fax the completed and signed form to Information Services at
465-8503 or scan to helpdesk@akleg.gov**

FROM: _____ OFFICE: _____
(Please Print)

I am requesting access to Facebook from a legislative computer for activities that are consistent with my employment and job duties.

I understand that AS 24.60.030 (a)(2) and (a)(5) and related policies prohibit the use of public equipment, including state-provided Internet access, for non-legislative purposes, involvement in or support of or opposition to partisan political activity, campaigning and political fundraising, or for the private benefit of the legislator or legislative employee. While there is an exception for limited personal use outlined in AS 24.60.030 (a)(2) subsections (A) and (H), I understand that office policy determined by my supervisor may prohibit accessing personal social media accounts during work hours.

I understand that following activities are prohibited when accessing social media websites on legislative computer equipment:

- Posting information unrelated to legislative discourse or which is defamatory, obscene, threatening or which incites lawless action or illegal conduct.
- Posting information that is campaign related, including requests for donations; invitations and announcements of political fundraisers; posts that express support for a candidate, ballot measure group, or Political Action Committee (PAC).
- Posting information that is confidential; and
- Any action that provides a private benefit to any person or organization, including solicitations, endorsements, or promotions of products or services of any financial, commercial, non-profit, or non-governmental agency.

By signing below, I am acknowledging that I have reviewed this form, the Alaska Legislature Social Media Policy, the Computer Systems Acceptable Use Policy, and the Standards of Conduct Handbook for Legislators and Legislative Employees. I understand that using social media websites in violation of these policies may result in suspension of access or an ethical complaint and that an ethical violation may result in the imposition of fines and/or termination from employment.

Employee Signature

Date

Legislator or Agency Signature

Date