

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 08/08, 7/13, 07/17

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Written By: Administration

Approved By:



Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Social Networking Services Policy\*

**PURPOSE:** To provide guidelines regarding Allen College students' participation in online social networking services

**EFFECTIVE**

**FOR:** Allen College students

**POLICY:**

Online social networking communities like Twitter, Pinterest and Facebook have helped students at Allen College and other colleges and universities connect in many positive ways. Through these online communities, students have met other students with similar interests, formed groups to explore and celebrate specific interests, and changed channels of communication. Students, faculty and staff should also refer to UnityPoint Health – Allen Hospital Social Media policy for additional information regarding social media.

It is recommended that students become sensitive to the information and pictures they post (of themselves and others) as these postings may lead to implications about themselves and others that adversely affect personal safety, personal and institutional character, and career aspirations.

Allen College students who choose to participate in social network websites must be careful to read the terms and conditions set forth by these services. Students must be aware that they are solely responsible for the content of their sites and that neither the networking services nor Allen College assumes any responsibility for what students place there. Students are cautioned to exercise discretion and uphold standards of respect and good taste.

Students who display behavior that violates College policy or any laws will be held accountable through the code of student conduct or the legal system. Inappropriate material placed on these sites may be subject to Allen College's Student Disciplinary Action policy.

In addition to violations of Allen College policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be

criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

Students should be aware of the following suggestions regarding participation in online social networking communities:

1. Your profile will be a part of how others know you. You should keep that in mind as you use social media.
2. You are posting content onto the World Wide Web and you cannot ensure who does and does not have access to your information. Assume that people you don't know are going to be looking at your profile if they can.
3. Information you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Posting something on the internet is just as open and available to others as posting something on the front page of your local newspaper. If you do not want your mother, your father, or your grandmother to read it or see it then don't post it.
4. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, and law enforcement, among others.
5. Avoid posting personal information. Keeping personal contact information (such as cell phone numbers, instant messenger screen names, class schedules and addresses) off of these sites reduces your chances of being harassed or victimized.
6. Future employers, graduate schools, and campus organizations may use information gathered from online communities as they are making decisions.

\*This policy is based on the content of related policies or guidelines promulgated by the University of Illinois-Urbana, Rider College, Georgetown University, George Mason University and Vanderbilt University.