

# 7.13 USE OF SOCIAL MEDIA BY EMPLOYEES

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Revised:

## Policy Regarding Use of Social Media by Employees

Delaware County Community College recognizes the enormous growth and popularity of social media systems in use today. College employees may already be using some form of social media personally or as part of their role at the College. With that in mind, the College has developed the following guidelines which apply to employee use of social media both on and off duty.

### Guidelines

The College expects employees to use social media (online services such as Facebook, LinkedIn, MySpace, YouTube, Twitter, among others) in a responsible manner and refrain from posting any personal information about oneself, another employee, student of the College, or anyone else, in any public social medium that:

- Interferes with their own work or the work of any employee.
- Creates a harassing, demeaning, or hostile environment for any employee, student, or anyone else.
- Disrupts the smooth and orderly flow of work within the College or the delivery of services to the College's students or customers.
- Could subject the College to legal liability under FERPA or other laws or regulations.
- Involves any kind of criminal activity, copyright infringement, or harms others that may result in criminal prosecution or civil liability to those harmed, or both.

### Actions/Consequences

Employees whose use of social media (whether at work or on their own time using their own computer) interferes with work relationships or inhibits the College from providing services to staff, students, or the community may be subject to disciplinary action, up to and including termination of employment.

If an employee believes that he or she may have violated this policy, the employee should request guidance from the Vice President of Human Resources. In like manner, if an employee believes that any other employee has violated this policy, that suspected violation should be reported to the Vice President of Human Resources.

**Related College Policies:** Use of College Computing Systems, Non-Discrimination and Harassment.