

# For CEAP Students...



## Social Media Guidelines for CEAP Students

The following guidelines combine common sense suggestions and points that reflect how the CEAP Internet and Networking Guidelines should be interpreted, when using social media, like Facebook, Twitter, etc. Students are advised to read these carefully, as a failure to observe them may result in consequences that include restrictions on access to our technology and networks.

### Key Principles

- Behave the same online as you would offline.
- Treat people the way you would like to be treated
- Use the internet to be a positive ambassador

### Be Aware

- Think before you post! Do not post anything you wouldn't want strangers, friends, parents, teachers, or a future employer to see.
- Never post when you are angry: step away from the keyboard and think, or sleep on it, before you type.
- Imagine the recipient or other person's face when they read your post. Care about others.
- What goes online stays online. It can be next to impossible to ever remove anything online.

### Be Safe

- Never post or give out your personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates.
- Do not share your passwords with anyone.
- Always know your privacy settings for online apps like Facebook, etc. and know how to change them and keep them private!
- If you don't know a person, do not friend them, open their emails, respond to their texts, etc.
- Watch out for emails from hacked accounts: Even if the email comes from someone you know, if it looks suspicious, delete it right away, rather than opening it.

### Be Respectful

- Always ask permission before you publish a photo or video of any one.

- Do not ever posting offensive and insulting comments.
- Respect your location: Social media (Facebook, Instagram, Twitter, etc.) is not appropriate during learning sessions, when you are supposed to be interacting with those in the room, or focussing on study.
- Always ask permission before forwarding someone else's words/emails/texts/etc.
- Always ask permission before uploading and tagging a picture of someone.
- Never break into someone else's accounts.
- Never pretend to be someone you aren't.
- Respect yourself! Use the Internet to put your best foot forward in the world. It is a powerful tool with enormous potential.
- When someone asks you to stop doing something, STOP. (e.g. texting them repeatedly).
- If someone asks you to take down a post, image, etc. TAKE IT DOWN.
- Respect the rules of the virtual space you are in. For example, if you are part of a class Facebook page dedicated to homework questions, make sure your questions are relevant.

### **Be Honest**

- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts.
- When paraphrasing someone else's idea(s) online, be sure to cite your source with the URL. It's good practice to hyperlink to your sources.
- Make sure you have permission to use any images, etc. you find on the Internet.

### **Be an Ambassador**

- Disagree, but do it respectfully! Make sure that criticism is constructive and not hurtful.
- Linking to other websites to support your thoughts and ideas is fabulous. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Don't use the internet to vent: don't use social media sites to publish disparaging or harassing remarks about community members, athletic or academic contest rivals or anybody, really.

### **Be Healthy: Tips for Home**

- Limit the amount of time you spend sitting and working online. Get up and move around!
- Watch your posture while you type- your body is young now, but it won't be forever. The habits you acquire now will help or hinder you in the long run.
- Do not use screens right before bed. They mess up your sleep patterns.
- Balance your time online and your time talking to people face-to-face.
- Set a limit for how long and when you go online.
- If you use your device as an alarm, turn off your notifications during your sleep hours.