



POLICIES & PROCEDURES

Title: Social Media Policy

Document Number: CMPR_02

Effective Date: 2/6/2013

Revised Date: 4/20/2020

Department: Community and Public Relations

Purpose

Louisiana Delta Community College recognizes that circumstances will arise where questions of proper and improper social media usage will be questioned. This policy attempts to provide clear guidelines in determining acceptable usage for employees and students of the institution.

Scope

Entire College community

Policy

It is the policy of Louisiana Delta Community College to follow the policy of Louisiana Community & Technical College System. That policy is Social Media Use Policy # 6.043 and can be found on the LCTCS website: LCTCS.edu.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.042

Title: Social Media Use

Authority: Board Action

Original Adoption: 6/10/2020

Effective Date: 6/10/2020

Last Revision: Initial

PURPOSE

This policy applies to the use of all social media by Louisiana Community and Technical College System (LCTCS) and its college employees. The intent of the policy is to define social media and related terms and provide guidance for employees authorized to manage LCTCS social media platforms and best practice guidelines for LCTCS employees who have personal social media accounts.

WHAT IS SOCIAL MEDIA?

Social media is a social instrument of communication. It is a term used to describe a variety of web-based programs, applications and technologies that enable people to socially interact with one another online. Some examples of social media sites and applications include Facebook, Twitter, YouTube, LinkedIn, Pinterest, Google Plus, Instagram, Flickr and other sites that have content based on user participation and user-generated content.

WHY USE SOCIAL MEDIA?

Social media has become a platform that is easily accessible to anyone with internet access. The platforms are inexpensive and widely used by numerous industries to market their products, share information, build brand awareness, and improve customer service. By using social media, the LCTCS and its colleges can promote the System year-round, recruit new students, interact with current students, disseminate important information such as site closures, stay in touch with alumni as well as the surrounding communities.

APPROVAL OF SOCIAL MEDIA SITES

1. All social media accounts using the LCTCS or College name shall be properly reviewed and approved by the appropriate Appointing Authority.
 - a. For example, all LCTCS Office social media accounts must be approved by the Public Information/Media Relations department, the Information Technology Department and the LCTCS President prior to being established.
2. Each LCTCS or College social media account shall include an introductory statement that clearly and permanently identifies the purpose of the site and should link back to the LCTCS or College website.
3. Each LCTCS or College social media account shall indicate who maintains the site along with contact information.

CODE OF CONDUCT

For Employees Authorized to Manage LCTCS and College Social Media Sites

As with all LCTCS and its colleges network and internet access, social media use while on the job is limited and subject to monitoring. Only authorized employees will be given administrator access to any LCTCS or college official social media accounts. Thus, employees authorized to manage any LCTCS or college official social media account should use the LCTCS social media profile and not their personal social media profile when posting messages on behalf of LCTCS or its colleges.

The following guidelines must be followed when managing any LCTCS or college social media account:

1. Conduct yourself in a manner that will reflect favorably on yourself, the LCTCS or college.
2. If you are not authorized to speak on behalf of the LCTCS or its colleges (meaning you are not part of the Public Information/Media Relations department or an assigned designee), please direct any inquiries to the appropriate authorized designee.
3. Complaints or concerns about your job or work environment should not be posted on LCTCS or college social media sites.
4. Do not disclose confidential information, non-public strategies, personnel information, or student records.
5. Do not post copyrighted content (such as text, video, graphics, or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the internet) may be subject to copyright restrictions.
6. Comply with the posting guidelines and “Terms of Use” on any site on which you post content for the LCTCS or its colleges.
7. Do not make deceptive or misleading claims about LCTCS or its colleges.
8. Do not engage in any communication that is defamatory or infringes upon the intellectual property or privacy and publicity rights of others.
9. Do not post content such as photos or videos without written permission from the person who owns the photo or video as well as any persons depicted in the photo or video.
10. Do not make offensive comments that have the purpose or effect of creating an intimidating or hostile environment, including telling lies or spreading rumors about the LCTCS, its colleges, personnel, or students.
11. Do not post content containing any of the following:
 - a. Abusive or profane language or content,
 - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, physical or mental disability or sexual orientation.
 - c. Links to sexual content, solicitations, information that may endanger the safety of the public or content containing confidential information.Likewise, LCTCS or college designees will not allow posts from visitors that violate this policy to remain on official LCTCS or college social media sites.
12. Noncompliant comments should be removed upon discovery by authorized LCTCS or college employees.
13. Most conversations on social media sites are informal; however, all communications should be posted in a professional manner.

Guidelines for Employees Who Maintain Personal Social Media Sites

The LCTCS and its colleges are aware that employees have social media accounts to maintain contact as well as share information with family and friends. Employees also may use their personal social media site to express their personal ideas and opinions.

The LCTCS and its colleges encourages employees to direct complaints or concerns about their job or work environment to their supervisor or their Human Resources department. Social media, public or personal, should not be utilized to report or comment on job complaints.

The LCTCS and its colleges reserve the right to impose disciplinary measures, up to and including termination of employment, when LCTCS or college employees violate this policy. In appropriate cases, unlawful conduct such as threats may be reported to local law enforcement authorities.

To avoid confusion between personal social media sites and approved LCTCS and college social media sites, LCTCS and its colleges offers the following guidelines:

1. Do not use the LCTCS or college logo on your personal social media sites.
2. Do not use the LCTCS or college name to promote or endorse products, causes, political parties or a political candidate.
3. Do not use an LCTCS or college email address for public postings.
4. Employees should always be mindful of policies and procedures relating to confidentiality and use good judgement when making comments about the LCTCS or its colleges.
5. The LCTCS and its colleges discourages employees from mixing LCTCS or college related business and personal comments.
6. Do not use disparaging, discriminatory, or profane comments on your personal social media posts when making comments about the LCTCS, its colleges, personnel, students, or mission.
7. Do not use social media to harass, threaten, insult, defame or bully another person or entity.
8. Do not post or store content that is obscene, pornographic, defamatory, racist, violent, harassing, threatening, bullying or otherwise objectionable or injurious.
9. Do not disclose confidential LCTCS or college information, non-public strategies, personnel information, or student records.