Stoke-on-Trent South U3A - Social Media Acceptable Use Guidelines

Introduction

Stoke-on-Trent South U3A is committed to helping its members develop current technology and communication skills. We encourage all members to use social networking such as Facebook, and Twitter to connect with others, so expanding the learning experience.

While social networking is generally considered to be an enjoyable pastime, it is not risk free. When operating in the world of social media, detail of what is considered to be private or public may be unclear. It is with these thoughts in mind that the following guidelines have been prepared for you to follow when representing your U3A on Social Media.

Please follow these guidelines:

1. Use good judgment
- We expect you to use good judgment in all situations.
- You should read the Stoke-on-Trent South U3A Member Code of Conduct and Privacy Policy.
- Ensure that all of the information you have shared on your social network is public information.

2. Be respectful
- Always treat others in a respectful, positive and considerate manner.

3. Be responsible and ethical
- Unless you are specifically authorised to speak on behalf of Stoke-on-Trent South U3A as a spokesperson, you should state that the views expressed in your postings are your own.
- Be open about your role within Stoke-on-Trent South U3A.

4. Be a good listener
- Be responsive to others when conversing online. Thank people for their comments; and ask for further feedback.
- Try to do at least as much listening as you do writing and responding.

5. Do not share confidential information
- Do not post information that may be considered confidential. If you think it could be confidential, then it probably is! Do not include your birth date, address, and telephone number on any posting.

6. Do not share private and personal information
- Be very careful about the type and amount of personal information you provide.
- Never post any personal information relating to fellow members or committee members.
- Always respect the privacy of social community members.

7. Be cautious with respect to Images
- Respect brand, trademark, copyright information, and Stoke-on-Trent South U3A images.
- It is generally not acceptable to post pictures of members without their written consent.
- Do not post pictures of others without their permission.

8. Other social network sites
- A significant part of the interactions on Blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. **Do not blindly re-post a link without looking at the content first.**

9. If you make a mistake.
- Be sure to correct any mistake you make immediately, and make it clear what you have done to fix it. Apologise for the mistake.

10. Cyberbullying:
- Harassing and denigrating are examples of cyberbullying and will not be tolerated. Engaging in any online activity intended to harm (physically or emotionally) another person will result in disciplinary action. In some cases, cyberbullying can be a crime.

Please be aware that Stoke-on-Trent South U3A's Facebook page will operate with a primary moderator, and a secondary one as required.