



## Social Media Procedure & Guidelines

Version: 1<sup>st</sup>

**Responsible To:** Head of College & CEO – John XXIII College

**Pertains To:** Residents (Accommodation Agreement Holder) – John XXIII College

**Supported By:** Deputy Head of College – John XXIII College  
Staff – John XXIII College

Collegiate Team – John XXIII College

**Monitored By:** Head of College & CEO – John XXIII College

### Guidelines

1. The College community is expected to show respect for others, including all members of the College community (Residents and staff). Similarly, all John XXIII College Residents are expected to give due respect to the reputation and good name of the College.
2. When using social media, the College community is expected to ensure that they:
  - Respect the rights and confidentiality of others in the Community,
  - Do not impersonate or falsely represent another person in the Community,
  - Do not bully, intimidate, abuse, harass or threaten anyone in the Community,
  - Do not make defamatory comments about anyone in the Community,
  - Do not use obscene or offensive language towards others in the Community,
  - Do not post content that is embarrassing, hateful, threatening, pornographic or incites aggression against others in the Community,
  - Do not post content that can embarrass other Residents, staff or the College,
  - Do not harm the reputation and good standing of John XXIII College or those within the its Community,
  - Do not use criticism to portray a member of the Community as socially, mentally, physically or intellectually impaired.
3. As ANU students our College Residents must also adhere to the ANU's guidelines for social media participation for students. (See ANU Guidelines: Social Media Participation by ANU Students).
4. When a Resident writes about the College or about ANU, they must be transparent and state that they are a Resident at the College or a student at ANU.  
NB.
  - The Resident's honesty will be noted in the social media environment,
  - If a Resident has a vested interest in what they are discussing, then they should be the first to say so.
5. Residents need to be aware that participating in online debates and posting to the Internet is a form of publishing. This means that the usual rules of publishing apply, including those pertaining to defamation. When publishing material on social media about other Residents or the College, a Resident must:
  - a. Never represent themselves, the College or ANU in a false or misleading way,
  - b. Make true statements and not be misleading; all claims must be substantiated,
  - c. Post meaningful, respectful comments. That is, don't use spam and don't make remarks that are off-topic or offensive,
  - d. Use common sense and common courtesy. That is, ask permission to publish or report on conversations that are meant to be private,
  - e. Make sure their efforts to be transparent don't violate the relevant College or ANU policies,
  - f. Keep comments appropriate and polite when disagreeing with other people's opinions,



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- g. Disengage from the dialogue in a polite manner if they find themselves in a situation online that looks like it's becoming antagonistic,
      - h. Be conscious of the sensitivities of debates that they are engaging in. Even anonymous comments may be traced back to the Resident, College and University.
6. Any use of the:
  - a. John XXIII College logo and College name (including abbreviations of the name) must be approved by the Head of College or Deputy Head of College,
  - b. University logo must be approved by the ANU Marketing Office.
7. Residents must be smart about protecting themselves and their privacy. Almost everything written on social media websites is widely accessible and can be found by search engines and will be around for many years to come. Residents must:
  - a. Consider the content carefully before publishing it,
  - b. Be conscious of the fact that what they write today could be found by future potential employers or others and held against them.
8. Each Resident is personally responsible for the content of their posts and the College is not responsible the ramifications incurred by any individual posts by a Resident.
9. Residents must not leave their social media open on a computer while they are away or give anyone their password to their social media accounts.
  - a. Any posts originating from a Resident's account or log on are deemed to be coming from the Resident.
10. Any social media pages or sites created by any of the Residents that use the College name or abbreviation have to be identified, along with the administrator of the site.
  - a. This information is to be provided to the Deputy Head of College.
11. Residents who:
  - a. Are upset by a social media post, or
  - b. Believe that a social media site is being misusedshould report it to the Deputy Head of College

### **Consequences**

Any breaches of this policy and guidelines may result in disciplinary action against the Resident responsible (See the Resident Behaviour Policy).

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.