



Overview and Scope

"Social media" is a category of online media that supports people talking, participating, sharing, networking and bookmarking online. Common social media platforms include, but are not limited to, online social networks such as Twitter, LinkedIn or Facebook; blogs, podcasts, discussion forums, RSS feeds, and content sharing sites such as Instagram and YouTube.

Cleveland State University's Guidelines for Social Media

The world of social media is ever changing and evolving. No matter what platforms you choose to explore, the following practices can help manage your social media. Follow these guidelines to ensure the best experience for everyone involved. Everything you post is public. The content that you post could reflect on Cleveland State University,, therefore post respectfully and responsibly.

As more than one writer has observed, the Internet isn't a thing; it is neither an entity nor an organization; it isn't owned or run by anyone. It is a world of a million publishers with some of the characteristics of a frontier. The only code of behavior on that frontier is one that demands individual responsibility and accountability and that rewards those attributes with rational self-government, albeit quite limited in scope.

Cleveland State University students may be subject to disciplinary action, as outlined in the Student Code of Conduct, based on information posted on social networking sites. Cleveland State University reserves the right to report serious incidents to the proper law enforcement authorities. Examples of this may include, but are not limited to, threats against the University, its students, or employees.

Please review the following guidelines:

- **READ** and understand applicable policies.
- **KNOW** what it means to take responsibility for your safety and security in the Internet environment and for deciding what is right and wrong in circumstances where often rules have not yet been written. You must take responsibility for educating yourself about the medium that you're using and for helping shape its use by good personal behavior.
- **BE AWARE** of the thousands of others who rely on the University's computers to do their work. Consider how your online behavior will affect them.
- **UNDERSTAND** that University policies that address academic dishonesty, including theft, plagiarism, disruptive conduct, and misuse of materials and property must guide your computing activities, just as they guide your activities in the classroom, residence halls or elsewhere on Grounds.

- **DON'T** let other students, relatives or any other person gain access to the University's computing resources through your account. Understand that you will be held accountable for any abuse of computing resources by persons who use your CSU computing ID and password.
- **DON'T** use computer accounts, computing IDs, and passwords that belong to someone else. Don't forge email from faculty, staff, other students or anyone. To do so violates policy and may violate law.
- **BE ACCOUNTABLE** for your actions. Hiding your identity to avoid responsibility for your behavior on the network or using someone else's network identity are—at a minimum—violations of policy, and they may be serious violations of law.
- **KNOW** that local, state, and federal laws and regulations pertain to computing activities wherever appropriate – such laws deal with fraud, forgery, harassment, extortion, gambling, threats, copyright, obscene content, among other behaviors. Violators may be prosecuted.
- **BE WARY** of those who will (sometimes unknowingly) provide online information that is untrue or fraudulent. If you are not certain, ask.
- **KNOW** that messages you post to newsgroups or Web pages that you create in an attempt to be humorous may not be received in that spirit. After writing an email, it is often a good idea to read your email aloud before sending it. Remember that archives of newsgroups and Web pages remain accessible for years—don't be surprised if, in a few years, an interviewer asks about something you posted to a newsgroup while a student when you're trying to get that job you really want.
- **UNDERSTAND** what you are authorized to do. Know what the University's purpose is in making these computing resources available to you.