

Social Networking Guidelines
Office of Information Technology
Miami Dade College

Online communities like Facebook and Twitter provide opportunities for faculty, staff, and students to share and explore interests outside the classroom and work environment. However, just as any public forums, we advise using these mediums with discretion. Here are some tips and guidelines:

1. Use of social networking tools for official business or work-related activities must be in accordance with State and MDC policies and procedures.
2. Always use the technology in legal and appropriate ways – including taking into account of your obligations regarding proper conduct as a citizen of MDC. Be thoughtful in your posts regarding the College and your colleagues/fellow students.
3. Just as all public forums, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Be aware that information you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and MDC.
5. Apply the same common sense that used in physical space to the web – both in how you present yourself and how you interpret others. Do not post any confidential or sensitive information online that may open yourself or others to predators. Keep in mind that it is easy to create false identity on line.
6. Be aware that, by agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, and law enforcement, among others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, internship supervisors, graduate admission officers, and scholarship committees may now search these sites to screen candidates and applications.
9. The College reserves the right to take action against any employee or student who uses the site with college equipment/resources and in violation of college's proper use policy.

Your profile will be a part of how others know you -- please keep that in mind as you use Facebook, Twitter and other social networking communications.