

Social Media Policy

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Mount St. Joseph University offers an official voice on several social media sites. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the University.

Both in professional and institutional roles, employees need to follow professional standards and codes of conduct since these communications impact the University's image and reputation.

Ultimately, you are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of other faculty and staff or otherwise adversely affect students, parents, donors, alumni, prospective students, or other members of the University community may result in disciplinary action up to and including termination.

Use of social media presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established guidelines for appropriate use which can be found in [Appendix O](#). Because of the immediacy and reach of social media, it is critical for employees to understand and adhere to this policy and these guidelines.

Personal social media accounts fall under the scope of this policy if the name or title of the account identifies itself with the University or if the network identifies itself as part of the University and the subject of the post/comment is related to the University. This includes personal accounts that in some way reference the University and identify the user as an employee of the University.

Carefully read the [Social Media Guidelines](#), the [Mission Statement](#) the [Responsible Use of information Technology](#), [Academic Freedom and Professional Ethics](#), and the [Policy on Prohibited Discrimination, Harassment and Related Conduct - Including Sexual Harassment, Sexual Violence, Sexual Misconduct and Stalking](#) and ensure your social media activities are consistent with these policies. Inappropriate social media content that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.