



Social Media Guidelines for Students and Staff

Social media is a fast-developing, fun part of life, but it carries risks with it. We would ask you to read these guidelines and pay attention to them.

Please remember when using personal social media:

If you post something which contravenes any of the Spurgeon's College rules or regulations, you may be liable to face disciplinary action. The same standards of conduct apply online as well as offline.

Think carefully about the posts you make and the access you allow others to have to your accounts. By maintaining strict privacy settings on your accounts, you are able to reduce the risk of identity or property theft and keep your social life private. Please be aware that privacy settings can be used to restrict how much data others can see, especially people who you don't know in the physical world.

Students should not contact academic staff concerning academic matters over social media. Many academic staff have personal social media accounts where it would be inappropriate to discuss academic matters (for example, an essay or lecture). Please contact your tutors in person or via the College email system.

Permission should always be sought before uploading media which involves any staff and/or students.

If you record a lecture or discussion, do not upload it to any social media platform without permission from the College.

Representing Spurgeon's College on social media:

We would ask that when **you** represent the College, you are always courteous, polite and honest.

1. Your tone is crucial to a successful post
2. Think twice about posting. Communication on social media is permanent, anything you post is there for the world to see
3. Do not express personal opinions. You are representing the College when you use social media in an official capacity, so steer clear of expressing personal opinions. If you want to use social media to express your own views make sure you use your personal account
4. Make sure that your communication has a purpose and benefit for the College

Filming and photography at events such as graduation

During the year there will be various events, like graduation or College Conference, where filming and photography takes place. By your presence at this event, you grant your permission for your likeness and voice to be included in pictures and/or on film and their exploitation and advertising without compensation or credit. If you wish to opt out of this, please **contact the Director of Operations in writing.**

Filming and photography during the year (lectures)

During the academic year, digital recording, filming and photography take place in lectures for publication on the Spurgeon's College private website. By your presence at these lectures, you grant your permission for your likeness and voice to be included in pictures and/or on film and their publication on the Spurgeon's College private website. If you wish to opt out of this, please contact the Director of Operations in writing.

Document control box			
Title	Social Media Guidelines for Students and Staff		
Date approved	January 2016	Implementation date	January 2016
Next review date			
Version	2	Supersedes version	1
Approving body	Governors		
Quality Code consulted			
Member of staff responsible	Director of Operations		