

The University has strict [Social Media Guidelines](#) for staff and students engaging in online communication via:

1. Services that **are centrally managed** and supported by UTAS.
2. Services that **are not centrally managed** and supported by UTAS.
3. **External** social media services or applications.

All UTAS staff and students should read and clearly understand the [Social Media Guidelines](#) prior to engaging in online communication.

Hints for Using Social Media

1. *Personal use of external social networking services:*

- Content published on external social networking services in a private capacity by UTAS staff and students may be publically available on a permanent basis. Users therefore need to clearly indicate that the contribution is as a private individual and not as a representative of UTAS.
- Always remember that, once content is published online, no control can be exercised over how this content is used or modified or where it may become available.

2. *Responsible practice:*

- Being impartial and professional.
- Participating and editing other contributor's work with respect and sensitivity.
- Explaining why edits were made to other contributor's work.
- Signing and dating contributions and edits.
- Protecting personal privacy and that of others by not including identifiable personal information (such as full names, email addresses, private addresses or phone numbers).
- Being positive, polite and giving constructive feedback to other contributors.
- Keeping comments relevant to the issues currently being discussed.
- Saving contributions and edits in format and/or location before posting, in case of technical glitches.
- Using inclusive language.

3. *Irresponsible practice:*

- Deleting or damaging the contributions of others.
- Infringing copyright or intellectual property rights.
- Posting confidential or proprietary information.
- Using insulting, provocative or hateful language or posting offensive, obscene, inflammatory, demeaning, defamatory, threatening or libellous comments.
- Posting multiple versions of the same view.
- Pretending to be someone else when posting comments and content.

Irresponsible use of social media by a student is addressed under [Ordinance No. 9 Student Discipline](#).

Useful Links: [Social Media Guidelines for Nurses](#) Royal College of Nursing Australia

[Social Media and the Medical Profession - A guide to online professionalism](#)
Australian Medical Association