

SAU Tech
Social Networking Policy
(Effective: 02/10/2010)

Facebook

Background Information

- SAU Tech has a “generic” Facebook account.
- The name of the Facebook account is “We Put You First.”
- Individuals who have a Facebook account can become a friend of this account without having to request to be added.
- There is an individual “page” associated with this account for SAU Tech proper (the College).

Policy

- There are currently three SAU Tech department “pages” on Facebook (excluding the college’s page) that are currently associated with personal Facebook accounts. These pages are: Radio Station, Alumni Association and Fire Academy. These pages need to be added to the “generic” SAU Tech Facebook account. In order for this to happen:
 - Pages for these department pages would be created from the generic SAU Tech account.
 - Representatives from these departments would have to add content to the newly created pages.
 - Once the content is created for the new pages associated with the SAU Tech account, the three pages that are associated with personal accounts will be deactivated.
- Requests for creation of additional department pages will come from the department head and be sent to the Vice Chancellor for Information Technology who will submit to the Vice Chancellors Council for approval. If the request is approved, the Communications Department will create the page and provide administrative access to the page to the designated individual from the requesting department. No department Facebook pages are to be created without going through this approval process.
- Upon leaving employment with SAU Tech, administrative access to a department page will be deactivated for that employee. The department head for that department would send a request to the Communications Department designating the individual who will have responsibility for the department page.
- It is the responsibility of each department to ensure that the content of their page remains current and monitor information that is posted on the page. The department pages will be monitored by the Communications Department and failure to keep content current and monitor information posted on the page could result in deactivation of the page.

Twitter

SAU Tech does currently have a Twitter account. The College's Twitter account is linked to its Facebook account so that as the Facebook page is updated, Twitter will automatically be updated.

Other Social Networking Sites

This policy applies to all social networking sites.

Violation of Policy

The Vice Chancellor for Information Technology is responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance. Penalties for non-compliance include, but are not limited to:

- A. Suspension of the social network service with or without notice.
- B. Internal disciplinary measures, including discharge for instances of non-compliance that result in damage or otherwise compromise SAU Tech or its employees, agents, or customers.
- C. Initiation of criminal or civil action, if appropriate.