Cyber Security Bulletin

Social Media

Social Media consists of websites and applications that enable users to create and share content or to participate in social networking. Your college may or may not have specific policies in place for using social media in the workplace. There are specific information technology and human resource polices that you will want to review before posting job related information on social media or before using social media in the workplace. Here are some tips to help you as you navigate the many social media outlets:

CONFIDENTIAL, SENSITIVE OR PROPRIETORY INFORMATION: This information should never be shared on social media. The same goes for personal information. To do so may put you at risk for job loss or identify theft.

BE RESPECTFUL: Don't complain about co-workers or your workplace on social media. Inappropriate posts including discriminatory remarks, harassment and threats of violence could result in workplace disciplinary action or law enforcement involvement.

RESPECT COPYRIGHT AND FAIR USE LAWS: Always make sure you have the right to use something before you post it on social media. Violating copyright laws may subject you to expensive fines.

REPRESENTING THE WORKPLACE: If you do post information about your workplace on social media, only present the information if you are authorized to do so. The VWCC Marketing Office is exclusively authorized to communicate official college information. If this is not you; don't post it!

Virginia's Community Colleges

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Social Media Tips

1) **ASSUME EVERYONE CAN SEE YOUR INFORMATION:** Always assume co-workers, teachers, parents, future employers and law enforcement can see your posts or profile information. Don't post anything you wouldn't want them to see. Set your profile to private to control who can see your information.

2) **USE DISCRETION WHEN POSTING PHOTOS**: When you post a photo, anyone who sees it may be able to share it with other people. Something that may look funny now may hurt you later.

3) **ASSUME PREDATORS ARE OUT TO FIND YOU**: Information you put on social media could be used to determine where you live, if you live alone, etc. Don't share too much information!

4) **ASSUME INFORMATION COULD BE USED TO HURT YOU**: Don't post anything on social media that you wouldn't want your worst enemy to know. Don't add people as friends unless you really know them.

5) **USE GOOD JUDGEMENT**: Think before you post. You don't want to come off as racist, narrow-minded or a hothead for example. Once the information is out there, people could use it to misjudge you.