

Policy Title	Social media policy
Responsible AIU Office (Higher Management/Directorate)	[Following the request of the Policy Owner, the Responsible AIU Office within the corresponding Higher Management or Directorate will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, its compliance with the pertinent legal and regulatory frameworks, its issuance, regular review and timely updating.]
Policy Owner (Executive Department/Office)	[The Office, Department, or Unit responsible for carrying out or oversight of said policy. The owner is accountable for and charged with triggering the creation of, implementing, enforcing, and updating the subject University policy, and developing/recommending relevant communication, education, and training and monitoring the effectiveness of a policy.]
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I. SCOPE OF POLICY

Alamein International University (AIU) recognizes that social media exemplified in, but not limited to, online blogs, email lists and social network sites such as Facebook, Twitter, and WhatsApp hold great appeal for communication and social interaction.

II. DEFINITIONS

Cyberbullying is the use of technology including digital devices like cell phones, computers, and tablets to harass, threaten, embarrass, or target another person.

III. POLICY STATEMENT

All AIU Faculty, staff and students must understand that by having a social media presence, they are creating perceptions about the university. Therefore, all AIU Faculty, staff and students must assure that all social media content is consistent with the values and professional standards of the university. They should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful while taking care to avoid displays of vulgar, disrespectful, unflattering, or inflammatory language or photographs that reflect poorly on the individual or the university.

AIU is committed to providing safe and supportive environments and relationships. All forms of cyberbullying will not be tolerated and will lead to serious disciplinary actions in accordance with the university code of ethics.

IV. POLICY STANDARDS AND PROCEDURES

The following actions are prohibited as unprofessional conduct in violation of the university standards:

- Posting private (protected) academic information of another individual, including students.
- Presenting oneself as an official representative or spokesperson for the university when this is not the case.
- Impersonating another person, real or fictitious or otherwise attempt to obscure one’s identity as a means to circumvent any prohibitions listed in the code of ethics.
- Knowingly distributing false evidence, statements, or charges against another student or Faculty/staff member.
- Contributing to or engaging in any activity which disrupts or obstructs the teaching, research or extension programs of the university, on or off campus.
- Threatening or engaging in acts of verbal abuse to AIU Faculty, staff, or students.
- Violating the confidentiality of an AIU committee.
- Sharing the personal health information of other individuals. Removal of an individual’s name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from medical outreach trips) may still allow the reader to recognize the identity of a specific individual.

Anyone witnessing an improper behavior on social media is encouraged to report it as soon as possible to the university ethics officer.

V. FORMS/INSTRUCTIONS (if applicable)

The code of ethics.

VI. CONTACT INFORMATION

[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.