Technology and Social Media Policy and Guidelines

I. Introduction

In an environment where new and existing information technologies and related platforms, mediums, systems, devices and uses are continuously evolving, Loyola Marymount University (LMU) acknowledges that information technology practices, uses and behaviors, specifically as applicable to social media, are exponentially growing and changing as forms of commerce and social interaction. As responsible members of the LMU Community, students are expected to use all forms of technology and social media lawfully, consistent with the LMU Student Conduct Code and to interact respectfully with others. In other words, LMU will apply the same laws, codes and regulations to behavior and conduct irrespective of the communication platform (e.g. face-to-face, via phone, e-mail or social media).

II. Policy

LMU students are personally responsible for any content they post online, including all forms of social media, or through any technological device. Generally speaking, with respect to technology and social media, LMU will not regularly monitor the language and/or actions on such devices, platforms or media. The University will routinely defer to the user policies of the individual social platform or medium. However, LMU will hold students accountable for Student Conduct Code violations reported or learned from student usage of technology and social media.

III. Policies Applicable to Technology and Social Networking Use

A. ITS Acceptable Use Policy: students are required to follow the Individual Responsibilities that are listed in the Acceptable Use of Information Technology Resources guidelines, which can be found at https://its.lmu.edu/whoweare/itspolicies/.

B. Federal, State and Local Laws: students are required to adhere to all federal, state and local laws and codes.

C. Student Conduct Code: Section III of the Student Conduct Code outlines prohibited conduct. Such prohibited conduct includes behavior that occurs via technology or within the framework of social media. This includes:

1. Unauthorized use of any University mark, logo or intellectual property, which includes usages for social media content.

2. Bullying, or as defined in Section II of the Student Conduct Code, an intentional course of conduct, individual act or series of acts that is intended to inappropriately impose one's will or desire and causes harm to others, and may include verbal or non-verbal threats, assault, stalking and/or other methods of attempted coercion such as manipulation, blackmail or extortion.

IV. Guidelines/Potential Misuses

LMU encourages all students and community members to use caution when providing confidential, proprietary or private information to online entities, and strongly advises against revealing the confidential, proprietary or private information of others without their consent. Students are advised that disclosing the confidential, proprietary or private information of others

without their consent may result in criminal and/or civil liability as well as violate the Student Conduct Code.

Potential misuses of technology and social media include, but are not limited to:

A. Making harassing, threatening or inappropriate calls or sending or posting messages with harassing and/or threatening comments, images or videos;

B. Sending unwanted messages repeatedly;

C. Hacking into another person's account and/or unauthorized use of another person's device, account or identity;

D. Doxxing, or publishing private or identifying information about another person on social media or the Internet without their consent;

E. Taking, posting or sending inappropriate photos or videos;

F. Misleading people into sharing private information;

G. Creating a fake profile using another person's name (or reasonably inferred likeness);

H. Copying or plagiarizing another person's work;

I. Regarding web-conferencing (e.g. Zoom):

1. Posting harassing, threatening or inappropriate messages, images or video during classes or meetings;

2. Continually or significantly interrupting or disturbing a class or meeting in a manner that is not intended to advance the educational goals of the class;

3. Joining a class or meeting without proper authorization or prior approval;

4. Using the chat function to harass, threaten, send inappropriate messages or otherwise disturb either the presenter or other attendees.