

## Social Networking Policy & Guidelines

*(Addendum to Hunter Business School Student Handbook 1.27.2022)*

### **Student Social Media Policy**

Hunter Business School (HBS) recognizes that social networking has altered the way people communicate and that students want to be a part of this ever-changing platform. Social networking sites expand one's reach greatly and they can have many beneficial uses.

However, because social networking is so accessible and often blurs the lines between what should be personal and private and what is acceptable for public consumption, there are many concerns with social networking sites of which you should be aware. Importantly, you should fully understand that information you post without using appropriate privacy settings may be available to anyone including HBS students & faculty, current or prospective employers, HBS graduates, and many others.

### **Online Conduct**

While the school encourages this online collaboration, we would like to provide you with a school policy and set of guidelines for appropriate online conduct to help you avoid the unintentional misuse of this communication medium.

- **Online Can Mean Forever:** Remember that what you post is accessible long after you remove it. Also, comments can be forwarded or copied. Years from now current or prospective employers could find posts that you create today. Potential employers or future school admissions departments may use this information to ascertain your maturity and professional growth. If it is not something you would say or present to an employer in person you should think twice about posting it online. Don't let poor judgment now prevent you from securing your dream job in the future or enrollment in other educational institutions!
- **Use Privacy Settings:** Understand and use the privacy settings on social networking sites. If you do not, your personal information is available to the entire world. Do not provide personal identifying information such as, but not limited to: date of birth, phone numbers, home addresses, or class schedules.
- **Respect Others:** Don't infringe on the privacy of your friends, peers, or school faculty. The most important thing you can do when using social media is to avoid speaking negatively about a person or workplace. Never post personal information of others that could be embarrassing to them or Hunter Business School. If posting photos, ask the permission of those involved. If someone objects to photography, avoid using it as a matter of common courtesy.
- **Follow The Rules:** Make sure you understand the policies and terms of use of any social media outlet you use. Read the terms of service before using. Displaying behavior that violates Federal and/or State law could have serious consequences that could affect your future.

**For Students Enrolled in HBS Health Care Programs (PN, MA, DMS, RT, MOA & MB):** The HIPAA Privacy Rule prohibits the disclosure of Electronic Protected Health Information (ePHI) on social media networks without the express consent of patients. This includes any information about specific patients as well as images or videos that could result in a patient being identified.

**Follow Hunter Business School Policy:** All HBS student policies apply to social networking as well. Adhere to the student handbook (especially regarding academic honesty and student code of conduct) and any/all applicable student policies and standards of conduct.

### **UNPROFESSIONAL POSTS ON SOCIAL MEDIA IN VIOLATION OF ANY OF THE ABOVE POLICIES MAY BE GROUNDS FOR DISMISSAL.**

It is expected that you conduct yourself in a way that exemplifies the socially responsible and honorable behavior expected of all HBS students.

I acknowledge that I have read and understand the above information regarding HBS's Social Networking Policy & Guidelines, and potential consequences for violation of any of them.

\_\_\_\_\_  
Student Signature

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Date