



## 4002- Student Social Media and Electronic Privacy Policy

**Policy Owner:** Vice President for Student Success

**Associated Procedure:** N/A

**Date Adopted:** March 8, 2022

**Date Last Amended:** N/A

**Date Last Reviewed:** March 8, 2022

Harford Community College recognizes the importance of protecting student privacy as it relates to social and electronic media.

Definitions:

- **Access Information:** a user name, a password, log-in information, an account name, or any other security information that protects access to a personal electronic account.
- **Personal Electronic Account:** An account created via an electronic medium or a service that allows users to create, share, or view user-generated content, including uploading or downloading videos or still photographs, blogs, video blogs, podcasts, messages, electronic mail, Internet website profiles or locations, or any other electronic information.
  - This does not include an account that is opened on behalf of, or owned or provided by, an institution of postsecondary education.

In compliance with Maryland Code, Education, § 26-401, the College does not:

- I. Require, request, suggest, or cause prospective or current students to provide access information or otherwise grant access to, allow observation of, or disclose information that allows access to or observation of the prospective or current students' personal social media account or personal electronic account.
  - II. Compel prospective or current students, as a condition of acceptance or
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participation in curricular or co-curricular activities, to add to the list of contacts associated with a personal social media account or personal electronic account a College employee or party acting on behalf of the College.

- III. Require, request, suggest, or cause prospective or current students to change the privacy settings associated with their social media account or a personal electronic account.
- IV. Require, request, suggest, or cause current or prospective students to use social media or personal electronic accounts for an academic or career-based activity in a manner that is inconsistent with the College's student privacy policy. This statement is not intended to dissuade or prohibit the use of social media in classroom settings; stated plainly, employees should not compel students to share private information in the course of using social media in classroom settings or extracurricular College activities.

Further, the College will not take any action to threaten discharge, discipline, or prohibit participation in curricular or co-curricular activities, or otherwise penalize prospective or current students as the result of their refusal to allow any of the above actions to take place.

These limitations do not prevent College employees from:

- I. Viewing, requesting, or requiring students to provide access to social media accounts that are opened at the request of the College or provided by the College (e.g., Registered Student Organization accounts).
- II. Viewing publicly accessible social media content.
- III. Viewing social media content made available to the College as the result of actions taken independently by prospective or current students.
- IV. Monitoring activity that takes place on College-owned equipment and the College's network infrastructure.



Finally, these limitations also do not apply to investigations involving suspected criminal activity (as conducted by a public safety officer), code of conduct (as conducted by employees fulfilling health, wellness, and/or safety functions at the College), or Title IX violations (as conducted by employees fulfilling health, wellness, and/or safety functions at the College) involving prospective or current students. Violations of this policy should be reported immediately to the Coordinator for Student Conduct and Intervention or any College official.

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