Technology and Social Media Policy

I. Introduction

In an environment where new and existing information technologies and related platforms, mediums, systems, devices and uses are regularly being updated, created, developed and continually evolving, Loyola Marymount University (LMU) acknowledges that information technology practices, uses and behaviors, specifically as applicable to social media, are exponentially growing 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 LMU Community Standards 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).

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. Indeed, 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.

II. Policy

LMU Students are personally responsible for any content they post on social media, the Internet 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. Information Technology Services (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 **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. Potential Misuses

The following guidelines are consistent with the educational role of the University. Potential misuses of technology and social media include, but are not limited to:

A. Medium: E-mail:

1. Sending messages with harassing and/or threatening comments, images or videos;

2. Disseminating confidential e-mails without consent;

3. Sending unwanted messages repeatedly;

4. Hacking into another person's account and/or unauthorized use of another person's account or identity.

B. Medium: Mobile Devices:

1. Making harassing, threatening or inappropriate calls;

2. Sending harassing, threatening or inappropriate text messages;

3. Taking or sending inappropriate photos or videos;

4. Using another person's device or identity without their permission.

C. Medium: Instant Messaging, Online Forums and Message Boards:

1. Sending or posting inappropriate photos or videos;

2. Sending or posting harassing, threatening or inappropriate messages;

3. Hacking into another person's account or using their screen name without permission;

4. Misleading people into sharing private information.

D. Medium: Video-Hosting Sites:

1. Posting inappropriate or humiliating videos of others;

2. Posting unwanted videos of others;

3. Posting harassing, threatening or targeted videos.

E. Medium: Social Networking Sites:

1. Posting harassing, threatening, humiliating or inappropriate material;

2. Hacking into another person's account;

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

F. Medium: Virtual Learning Environments:

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

2. Copying or plagiarizing another person's work;

3. Hacking into another person's account.

G. Medium: 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;

5. Hacking into another person's account and/or unauthorized use of another person's account or identity or assuming the identity of another LMU community member.