



SOCIAL MEDIA POLICY

The Social Media Policy outlines protocols for using social media to undertake official Dteq business, and provides guidance for staff in their personal use of social media using Dteq systems.

The policy provides advice to Dteq staff on how to use social media, both in the course of their duties, and as a private citizen.

Dteq Social Media Platforms

- Dteq uses Slack as the primary Social Media platform for online communication between staff.
- A Facebook page exists for Dteq. Users may be provided with access to the page at the discretion of the supervisor.
- Dteq currently uses a YouTube channel connected to the supervisor's Google account at present. An official Dteq channel may be created in the future at the discretion of the supervisor.

Use of Dteq Social Media Platforms

Slack

As the primary organisation communication tool, Slack should be used responsibly for work based communication.

Channels

- Official Slack channels are created by the supervisor.
- Private channels may be created but must include the supervisor as a member of that channel.
- The General channel is for organisation wide work based announcements only.
- The Random channel is a social area for non-work related chatter.
- Daily Update is provided to inform those who are working remotely what is happening during the day.
- Other channels will be created based on course content and need (including group project channels).
- Channels are Archived as required by the supervisor.

Direct Messaging

Use Direct Messaging (DM) only when necessary.

- Use DM to advise the supervisor if you are late or not going to be able to attend.
- DM should mostly be between staff and supervisor.
- DM should not be used to exclude others.

Content

- All channels are monitored and moderated for unacceptable language, images or comments.
- Unacceptable content includes swearing, nudity, abusive or offensive comments etc.
- Any unacceptable content should be flagged with the supervisor via Direct Message (DM).

- Unacceptable content will be removed from all channels when discovered.
- The Random channel is not a space to spam the group with **endless** gifs, memes, images or irrelevant information. (Know when to stop.)
- Content on the Random channel should be within the realm of workplace appropriate content.

Netiquette

Content on all Slack channels (especially the Random) should meet the following netiquette guidelines:

- Real people take priority
- If you wouldn't say it to someone's face, don't say it online
- If you wouldn't show it in public, don't share it online
- Don't exclude your audience
- Don't overload system resources with enormous files or huge numbers of unnecessary posts
- Respect people's privacy
- Know when to stop posting

Facebook & YouTube

At present only the Supervisor has direct access to these platforms. Content is moderated to meet the same requirements as Slack.

Cyberbullying

Cyberbullying is not acceptable at Dteq. Cyberbullying behaviour might include:

- abusive texts, messages and emails
- hurtful messages, images or videos
- imitating others online
- excluding others online
- humiliating others online
- spreading nasty online gossip and chat
- creating fake accounts to trick someone or humiliate them

Security

- Don't share your passwords with anyone, including students or staff. IT Support staff will never ask for your password.
- Don't write down your password or write it on a sticky note, placing it on your monitor especially where there are visitors or even random people that may be able to wander by.