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For the attention of all members of staff and all students

The Executive Committee of the UTU Trustees have agreed to implement the attached policy with immediate effect.

**UTU Policy on Social Networking Websites  
(e.g., Myspace, Youtube, Bebo, Flickr, Twitter etc)**

The Urban Theology Unit understands the popularity and usefulness of social networking sites and supports their use by staff and students provided:

- No offensive or inappropriate pictures to be are posted;
- No offensive or inappropriate comments are posted;
- Make sure any information placed on these website(s) does not violate the UTU Acceptable Computer Use Policy

Staff and students must remember that they are representatives of UTU and are in the public eye. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control when it is placed online - even if you limit access to your site.
- You should not post any information, photos or other items online that could embarrass you, your family, your church or UTU. This includes information that may be posted by others on your page.
- Never post your home address, phone number(s), birth date or other personal information. You could be a target of predators.
- Administrators can and do monitor these web sites regularly.
- Staff and students should be aware that they could face disciplinary action for violating UTU policies. Furthermore, police and other law enforcement agencies monitor these websites regularly, as do potential employers as a way of screening applicants.

Keep in mind that disciplinary action may be taken if these sites are used improperly, particularly if they depict inappropriate, embarrassing or dangerous behaviours.

14<sup>th</sup> April 2009

(adapted from the policy of Bridgewater State University [http://www.bscbears.com/Administration/social\\_networking](http://www.bscbears.com/Administration/social_networking))

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**Director: *Revd Christine Jones***  
**Support Services Manager: *Mrs Kate Thompson***