

Meeting notes for Brainstorming Social Networking Guidelines
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Social Networking guidelines should include

1. Generalized language for social networking as a whole and why the guidelines exist
2. Specific language that details how many popular social networks should be configured and used.

Specific language for individual social networks

1. Facebook
 - a. Turn off the ability for anyone to post
 - b. Or, if certain people are allowed to post, make sure posts are reviewed
 - c. Pictures are a major issue (FERPA)
 - d. Keep your email address private
 - e. Do not automatically accept friends
2. Twitter
 - a. Needs monitoring
 - b. Naming convention of some kind?
3. Others?

Linking to offsite pages

To link to any of these networks from the Santa Rosa Junior College network, a jump page must be used to inform the user that they are leaving santarosa.edu, and any content on these other pages is not directly managed by SRJC. In essence: Officially, we (the college) do not support these social networks at all, you can use these, but you are on your own.

Monitoring and Managing Social Networks

We need someone to actively monitor, review, and manage these social networks. This includes content and privacy and security policies on each social network being used.

What can we offer instructors instead of social networks that we would support?

1. Google groups attached to SRJC student email accounts?
2. Moodle / Blackboard replacement for CATE?
3. Future – Diaspora?

Two kinds of uses for social networks

1. Instructional
 - a. Only students in a class allowed
 - b. Restricted access- require a password to access
 - c. Content to be removed after the end of the semester
 - d. Instructor based, i.e. Instructor runs it with their own personal email address (NOT an srjc.edu address)
 - e. Students will post in non-public area for discussion purposes only
2. Official SRJC use
 - a. This is for the college as a whole and for departments
 - b. Follow Public Relation guidelines
 - c. Tied to SRJC email accounts
 - d. Posts are only by an officially designated person

Laws and external guidelines to be aware of

1. DRD issues, ADA compliancy
2. FERPA guidelines
3. Identity theft
4. College branding, SRJC Logo copyright protection
5. Usability- consistent page layouts, look and feel

Other guideline ideas

1. Keep it simple
 - a. Instructors want a reason why the guidelines are in place
 - b. Keeping it simple ensures people will read them and not ignore them because they are too complex
 - c. Something for instructors to be able to add to their syllabi to inform students about what is available and how to access it correctly
2. Inform instructors about liability

Post meeting follow-up

Cherry will contact Alicia Virtue in the library to start research on existing guidelines for other colleges and what kinds of social networks we need to be aware of

Walter will set up a future PDA event to inform instructors of these guidelines and why they are being put in place