SOCIAL MEDIA

UUP does not condone or encourage posting of workplace images on personal social media accounts. Please post responsibility!

Social Media and Supervisors

- Professional and personal boundaries are blurred.
- Creates the expectation of instant access and response.

- Scrutiny of your personal life!

- No expectation of privacy!

- Supervisors can access your profile as a friend and your friend's information (unless settings are changed).

Facebook Privacy Settings

Click on the padlock icon near your name and then "see more settings".

Limit your "privacy" and "timeline and tagging" settings to friends only. Review posts before they are added to your timeline.

Instagram Privacy Settings

Your posts and profile are public by default.

Posts you share to other networks appear in that network's privacy settings.

Ex. If your Instagram is private but your Twitter is public, the image you share from Instagram to Twitter will be public.

Users can send a photo or video directly to you even if they are not following you.

SOCIAL MEDIA USE BASICS

DO

- Make sure you are posting as an individual and not as an employee of SUNY
- Keep your professional and personal accounts separate
- Update your privacy settings
- Check and abide by SUNY policies on social media usage
- Be aware that people with access can screenshot, save, and share what they see
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DON'T

- Expect privacy
- Friend, follow, or communicate with current patients
- Communicate with the public about patient or confidential matters
- Post pictures of your patients or workstation
- Post during the workday
- Post events or activities on days you have called in sick

If you block someone, they will not see your posts even if they followed you before a change in settings.

Snapchat Privacy Settings

If you post a snap to your story before changing your privacy settings, users will still be able to view it.

Unless you change your settings to "My Friends" only, anyone can send a video or photo directly to you.

Users can replay and screenshot snaps.

Users can save chats.

Computer Use

If you see it on your computer, it is immortalized.

-Always use your own equipment for personal activities.

-SUNY owns your Upstate email, computer, network, internet, and websites

-Follow their policies

-Google Yourself!

-Maintain and curate your online presence

-Make sure nothing in your profile is inconsistent with your resume.

Texting

-Know your policies

-Keep texts with colleagues professional

-Keep texts with supervisors professional, or communicate only through Upstate email

-Text at appropriate times