

CORAL SPRINGS REGIONAL INSTITUTE OF PUBLIC SAFETY



"Commitment to Excellence"

December 15, 2016

Re: Addendum 5.0 – Social Media Policy

Section: Students Rights and Responsibilities

Sub-section: Social Media Policy

Social Media Policy

CSRIPS has the right to monitor and review social media posts made by its students as it deems as necessary and appropriate for the efficient and effective administration and operation of the Coral Springs Regional Institute of Public Safety.

Definitions

- Posts - Messages sent through or placed on social media websites by users, whether in the form of emails, "status updates", "wall" messages, tweets, diary entries, instant messages, web log (or "blog") entries, photographs, videos, etc.
- Social Media - refers to websites, hosted by individuals or entities, through which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, and chat rooms, Wikis such as Wikipedia and any other site where text can be posted, Facebook, My Space, Friendster, personal blogs (i.e., BlogSpot, CafePress, etc.), Photobucket, Flickr, YouTube, Twitter, Yahoo, Google (including Google Docs, Gmail and other applications). This definition also applies to new forms of communication that may arise in the future.

Responsibilities

CSRIPS has the right to monitor and review social media posts made by its students as it deems as necessary and appropriate for the efficient and effective administration and operation of the Coral Springs Regional Institute of Public Safety.

- Use of Coral Springs Fire Department/CSRIPS leased or owned equipment constitutes an immediate dismissal from the program.

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- Students shall not disclose confidential information of the CSRIPS or the Coral Springs Fire Department or its staff and instructors, or confidential information of third parties who have provided the information to CSRIPS, including federal, state or local security/safety information, personnel information, and Protected Health Information as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
- Students maintaining or contributing to social media or engaging in posts shall not use the Coral Springs Regional Institute of Public Safety name in their identity (*e.g.*, username, "handle" or screen name). They also must not speak as a representative of the Coral Springs Regional Institute of Public Safety, unless expressly authorized by the Coral Springs Regional Institute of Public Safety.
- Students will be courteous, respectful, and thoughtful about how the Coral Springs Regional Institute of Public Safety and other students may be affected by posts. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded posts may be harmful to other students, damage member relationships, undermine the Coral Springs Regional Institute of Public Safety's efforts to encourage teamwork, violate the SOPs, or harm the Coral Springs Regional Institute of Public Safety, which may result in corrective or disciplinary action up to and including release from program. Students bear full responsibility for information contained in their posts and their social media. Students must make certain that their posts are accurate and must correct any inaccurate statements they make. Students must not reference other Coral Springs Regional Institute of Public Safety students or Coral Springs Regional Institute of Public Safety customers without obtaining their express permission to do so. Most social media sites require that users, when they sign up, agree to abide by a Terms of Service document. Students are responsible for reading, knowing and complying with the Terms of Service of the social media sites they use.

Stated simply, the decision by students to use a different medium does not excuse recklessness in public communication or limit the Coral Springs Regional Institute of Public Safety's ability to regulate students' social media and posts as it could any other communication. The Coral Springs Regional Institute of Public Safety supports its students' rights to engage in discourse about matters of public concern, to discuss the terms and conditions of their employment and supports their First Amendment rights. However, the Coral Springs Regional Institute of Public Safety prohibits actions that violate this policy.

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Photographs/Videos

Students are discouraged from taking photographs or videos (whether by handheld camera or camcorder, cell phone camera or video camera, or otherwise) while performing any Coral Springs Regional Institute of Public Safety duty or activity, unless taking the photographs or videos was ordered by a staff/instructor. Any photograph or video taken while performing any Coral Springs Regional Institute of Public Safety duty or activity is the property of the Coral Springs Regional Institute of Public Safety, and is not the personal property of the person taking the photograph or video.

A student may not make personal use of a photograph or video taken while performing a Coral Springs Regional Institute of Public Safety duty or activity if the photograph or video contains identifying features such as addresses, faces, license plates, *etc.* "Personal use" includes, without limitation, using the photograph/video in social media posts; displaying the photograph/video in any area that may be viewed by the public; or otherwise exhibiting or displaying the photograph/video in a manner that is inconsistent with this policy.

The Coral Springs Regional Institute of Public Safety cannot limit a student from taking videos or pictures of Coral Springs Regional Institute of Public Safety activities while he/she is not in class; however, such actions are not authorized by the Coral Springs Regional Institute of Public Safety and the student will be personally responsible for any civil or criminal liability arising from such actions, including but not limited to, claims of invasion of privacy, defamation, intentional infliction of emotional distress, *etc.* The Coral Springs Regional Institute of Public Safety also may impose corrective or disciplinary action against the student for such off-duty (not in class/ride/clinical) activities where the activities (i) are reasonably and rationally related to the Coral Springs Regional Institute of Public Safety activities and responsibilities of the student, or (ii) there is a conflict of interest with the students responsibilities to the Coral Springs Regional Institute of Public Safety or the appearance of such a conflict of interest.

As with photographs or videos taken while performing a Coral Springs Regional Institute of Public Safety duty or activity, the Coral Springs Regional Institute of Public Safety discourages students from making personal use of a photograph or video taken while off-duty (not in class/ride/clinical) if the photograph or video contains identifying features such as addresses, faces, license plates, *etc.* Such personal use may create a conflict of interest or appearance of a conflict of interest, may constitute a release of confidential information of the Coral Springs Regional Institute of Public Safety or protected health information, or may violate other provisions of this policy. Students must be deliberative and thoughtful when disclosing any such information in posts, email, or text messages.