



## Student guidelines for using social media in coursework

1. Read the terms and conditions of use of your social media host as you will be subject to them as soon as you register. If you do not agree with any of the terms please contact your tutor or course coordinator.
2. If you post infringing material on the social media site you may be held responsible and could face penalties. Examples of material that should not be posted include
  - Significant extracts of TV and film (even if you have recorded them yourselves), unless you have permission from the copyright owner
  - Images taken from newspapers, magazines or books (including online publications) without permission of the copyright owner
  - Images from commercial websites eg logos and brand symbols
  - Images of cartoon, manga or game characters
  - Personal photos, photos of minors (people under 18) and photos where participants can be identified
  - Insulting or denigrating comments about fellow students or staff
  - Home contact details for yourself or fellow students/staff
  - Pornographic or explicit material
  - Comments that harass or vilify an individual or group
3. Where using (non-infringing) content from other sources, do not remove any labels, rights management or identifying information (eg metatags) from the items. Give credit to your sources eg authors, performers
4. If using (non-infringing) content from YouTube in social media, either link to it or use YouTube's embedding software, making clear the origin of the content.
  - Downloading the material is a breach of YouTube's Terms of Use and can infringe the owner's copyright.
5. Be aware that material posted on social media may be accessed from anywhere in the world and may be reused or edited, even without your permission.
  - Are you creating/posting something valuable that you would like to develop further? Is it ready for distribution yet? Is online the best way of giving people access?
6. Do not post any of your private details online eg address, age, medical history etc
  - Think about whether you would want future employers/partners/friends to know these details about you
7. Respect the feelings and privacy of students, contributors, readers and staff.
  - Do not post private information or nasty/defamatory comments on social media.
8. Do not promote or post messages that harass or vilify a person or group
9. If you receive spam or other unwanted communications from external (non-Monash) sources please block the senders immediately and contact your tutor if they persist. If you receive harassing or inappropriate posts from Monash sources, please contact your tutor or course coordinator
10. Keep backups of your social media postings for assessment as they may go offline or be lost through technical malfunction