SOCIAL MEDIA POLICY

The purpose of this policy is to assist faculty, staff, and nursing students to maintain appropriate professional communication boundaries online to avoid consequences due to inappropriate postings on any platforms such as e-mail, cell phone texting, Facebook or Twitter, Snap Chat, Instagram, and other social media.

1. This policy applies to FCCTC-PNP (herein known as PNP) students, faculty, and PNP staff for any written electronic communication published online regarding PNP-related matters and information, public or private.
2. The use of or posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos, or PNP materials is strictly prohibited.
3. Students who use online social networking and identify him/herself as associated with the PNP must clearly and explicitly note in the ABOUT section of Facebook or appropriate area on any other type of social media that "**any views or opinions made are explicitly mine and not that of the PNP**".
4. Faculty and staff have the right to search for and monitor any comments or discussions about PNP employees, students, clinical sites/patients or other matters directly related to the PNP.
5. Confidential information of patients, patient family members, visitors, physicians, nursing staff, faculty, PNP students, and class and clinical situations will not be discussed in any form online. The Health Insurance Portability and Accountability ACT (HIPAA) guidelines are to be upheld at all times.
6. A student is subject to dismissal from the nursing program for any violation of HIPAA.
7. Personal information and photos with students, faculty, staff, classroom and clinical sites may only be posted with written permission from all individuals involved. Students should avoid using names and never post photographs of patients/staff, etc.
8. The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited. Harassing, threatening, belittling photos, e-mails, videos, or comments that are demeaning, insulting, or discriminating against anyone are not to be posted.
9. Texting, e-mail, social networking, using video or streaming services or other internet-based media are not to be performed during class or clinical hours. These activities are not allowed in the classroom unless there is a classroom activity that includes this type of access. *Emailing may be allowed to faculty during class time if the session is online/via distance learning and per faculty instruction.*
10. On-campus computers may not be used for illegal purposes.
11. It is strongly suggested students adjust privacy settings for personal accounts to limit public access.
12. Students may not use social media to communicate information to faculty. To contact a faculty member, student MUST use the communication method specified by faculty member. Faculty and students may not "friend" each other while enrolled in the program.
13. There is an official Facebook page for the Program. It is known as Franklin County Career and Technology Center Practical Nursing Program @FCCTCPNP1. Students are encouraged to access the page and "like" it.
14. There is an official Instagram page known as "fcctc_pnp". Students are encouraged to access the page and "like" it.

15. Students should not access any social media, such as Facebook, belonging to assigned or known patients in any clinical facility. Outside of clinical, access is considered as inappropriate for the nurse/patient relationship.
16. Taking pictures or recording anything in a classroom/skills lab/inside PNP building without the permission of the faculty/administrator is strictly prohibited.
17. Students will complete a Media Release Form to provide guidance on student consent for participation in any PNP media. Student may change consent by contacting the PNP.

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