

## Social Media Policy and Procedure

### MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Students

Number: 511

Title: Social Media and Networking

Date: 10/4/10

Reviewed/Revised: 4/29/20

**Purpose:** To ensure that multi-media, social networking websites, blogs and wikis comply with MHPC professional conduct and confidentiality policies.

**Policy:** Students will be held accountable for information shared on social networking and media websites. Inappropriate use of said media will be addressed in line with MHPC policies. Misuse related to academic dishonesty, breach of academic or professional standards, including but not limited to HIPAA, could result in dismissal from the program.

**Procedure:**

Social networking can be defined as “the use of a web site to connect with people who share personal or professional interests, place of origin, education at a particular school, etc” (Bemis-Dougherty, 2010, p. 42).

1. Students should not access social networking sites during classroom time, unless access is directly linked to an assignment and/or permission is given by course instructor.
2. Students should ensure confidentiality by refraining from posting information about fieldwork experiences and/or clients on publicly accessed websites.
3. Former, current, prospective students are encouraged to join the MHPC OTA Program page on Facebook, but faculty/staff should not personally “friend” students who are currently active in the MHPC Program.
4. Professional networking sites such as LinkedIn are encouraged and may be used to facilitate online networks between faculty, students and other professional contacts.
5. After completing the professional year, faculty/staff may choose to “friend” former OTA students to maintain professional contact.
6. Internet postings must respect copyright, privacy, fair use, and other applicable laws.
7. Faculty, staff and students should neither claim nor imply that they are speaking on the consortium’s behalf in their internet postings nor on behalf of any MHPC affiliated institution.