GUIDELINE

GDL-31b

Social Networking Key Messages for SFU Students

Last updated: September 21, 2017 (v1.1)

1. Build your online identity with caution and forethought

   Be aware* – many of our online activities can be viewed by everyone, including friends, family, professors, and employers (present and future).

   Be selective – ensure your privacy settings suit your needs and limit access to those you trust and with whom you feel comfortable sharing personal information.

   Be sensible – when creating your online identity; remember that – rightly or wrongly – the content you post (photos, videos, text, etc.) represents you and your values to everyone who sees it.

   Be private – posting private information such as your cell phone number, address, class schedule, social events, etc. makes it easy for anyone to find you or steal your identity.

   Be thoughtful – act now on behalf of the person you will be in the next few years and consider how the information you make public now could affect you later, whether in a relationship, a job search or other important activity.

   Be respectful – when you speak to (or about) others, remember to be fair and courteous. Things you say online can last a very long time and will say as much about you as about others.

2. Notes

2.1 * Note: all information transacted via US-based social networking sites is stored permanently in the USA, becomes the property of the service provider and can be used by that provider for any purpose without your consent, and is subject to investigation without notice by the US government under the authority of the Patriot Act.

3. Authority

3.1 This guideline is administered under the authority of the Archives and Records Management Department. Questions about interpretation of the guideline may be directed to the University Archivist. See SFU Archives' website (http://www.sfu.ca/archives) for contact details.