

U3A Devizes Social Media Policy

The use of social media networking is encouraged to help members connect with one another, expand the learning experience and to share information relevant to the activities of Devizes U3a. Devizes U3A's Facebook group promotes its activities by posting photographs and short articles. Inappropriate use of any social media can pose risks to our confidential information and reputation and could jeopardise our compliance with legal obligations.

Role of the administrators

The administrators will:

1. - be responsible for maintaining standards
2. - ensure there are regular posts
3. - remove posts that breach this policy
4. - respond to constructive criticism and delete anything unconstructive in order to

keep the content relevant and respectful.

If there is doubt about the suitability or legality of a proposed posting, the Administrators will confer with the Committee chairperson.

Group Rules

Anyone participating in the Facebook group (members and non-members) will agree to the following rules:

1. Stay on Topic: Share plans, learning activities, issues, and events relevant to the Devizes U3A membership.
2. Be kind and courteous: The aim of the page is to create a welcoming environment where everyone is treated with respect.
3. No promotions or spam: Give more to this group than you take. Self-promotion, spam and irrelevant links aren't allowed.

Guidelines for U3A members

1. Use good judgement - Ensure that all information to be shared is public information.
2. Be respectful- Always treat others in a respectful, positive and considerate manner.
3. Be responsible and ethical.
4. Unless you are specifically authorised to speak on behalf of Devizes U3A as a spokesperson, state that the views expressed in your postings are your own.
5. Do not post information that may be considered confidential. If you think it could be confidential, then it probably is. Do not include your birth date, address or telephone number on any posting.
6. Always respect the privacy of other members and never post any personal information relating to fellow members or committee members.
7. It is generally not acceptable to post pictures of members without their consent.
8. Do not blindly re-post a link without looking at the content first.
9. Harassing and denigrating are examples of cyberbullying and will not be tolerated.

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