

# FACEBOOK GROUP GUIDELINES AND TERMS OF USE

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|-----------------------------------|---|-----------------|
| <b>Document Name</b>              | ACAP_1_A_GUI_Facebook_181012  |                 |
| <b>Date of Next Review</b>        | 1 November 2020   |                 |
| <b>Approved by</b>                | Executive Committee   | 1 November 2012 |
| <b>Responsible Person</b>         | National Manager of Student Experience  |                 |
| <b>Related Documents</b>          | Non-Academic Misconduct Policy, Grievances, Complaints and Appeals Policy, Personal Information Policy, Navitas Privacy Policy and Student Code of Conduct.   |                 |
| <b>References and Legislation</b> | Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth) |                 |

## 1. Purpose:

This document is designed to provide guidance to users on participating and engaging with the College’s Facebook Group and on preventing undesirable outcomes arising from the use of the Facebook Group.

The College offers this Facebook Group as a service to provide information about us and our community, as a place for people to come together, share ideas and discussion through postings, comments and photos. The College will provide users with up-to-date news and information and the opportunity to communicate with the group administrator and other users.

Please note that this is the official College Facebook Group and is not affiliated with any other College related groups on Facebook.

## 2. Scope:

This policy applies to all staff of the College.

## 3. Definitions:

| Term                                 | Definition   |
|--------------------------------------|--|
| <i>Academic staff/teaching staff</i> | Permanent and casual employees engaged in teaching and assessment of courses at the institution.   |
| <i>College (the)</i>                 | The Australian College of Applied Psychology (ACAP).   |
| <i>Unit</i>                          | A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course. |

#### 4. Policy

This group is open to the public and may be accessed by any Facebook user. Whilst the College cannot prevent the publication of any inappropriate content within the Group, it will monitor use during business hours and remove inappropriate or offensive content.

The College does not endorse any opinions, advice, statements or other information posted in the Facebook Group.

By accessing or using this Facebook Group, you agree that you will not post material that is defamatory, abusive or hateful, constitutes junk mail or unauthorised advertising, bullying or intimidation, or that breaches privacy laws or any other laws.

- a. Be respectful to others, e.g. never post content that is aggressive, offensive or defamatory
- b. Always take responsibility for your mistakes, an apology or correction can often fix minor issues
- c. Be honest and genuine, i.e. don't make statements that are incorrect or pretend you know the answer to a question if you don't.
- d. Use common sense and always think before you publish, you are ultimately responsible for what you write and it is very hard, if not impossible to remove content after the event, especially if something has been distributed through Facebook
- e. Protect sensitive, confidential and proprietary information, e.g. do not copy and paste letters from College staff or discuss College related grievances or appeals
- f. Add value to the conversation, e.g. ask questions that might be interesting for other students
- g. Respect copyright and intellectual property and reference where necessary
- h. Do not share any private information such as your College Student Login.

#### 4.1 Moderation and Administration of the Facebook Group

The moderator of this Facebook Group will be nominated by the College, and subject to change.

The College reserves the right to moderate all content posted in this group and to remove any content that is deemed inappropriate. Any commercial postings made by any person that do not have the prior approval of the College will be removed without notification.

Any concerns about any material on this Facebook Group, please send a private message to the moderator. The contact details for the moderator are located on the Facebook Group page. All concerns or complaints will be taken seriously, in line with existing College policies. For more information about us, visit: <https://www.facebook.com/acapaus/>

#### 5. Document Management Control

| Date       | Summary of Changes  | Author                       |
|------------|---|------------------------------|
| 1/11/2009  | Policy Established  | Director of Student Services |
| 1/11/2012  | Review  | Director of Student Services |
| 11/07/2016 | Policy revision following policy review                         | Director of Student Services |
| 30/06/2017 | Administrative update to business and academic titles and roles | Director of Operations       |
| 12/10/2018 | Changes to template   | VET Compliance Manager       |