

POSTING GUIDELINES

- **THINK FIRST** - Before you post anything (text or photo), be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the WORLD. The moment you put it in cyberspace, it is out of your control – even if you limit access to your site! Is your post something you'd want your mother, father, grandparents to see or broadcast on the news? (it's public, they can use it!)
- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is NOT unlimited. The online social network sites are not a place where you can say and do whatever you want without repercussions.
- **STRIVE FOR ACCURACY** - Get your facts straight before posting them on any Social Media site. Don't start rumors or post anything you are not 100% sure of. Review all of your content for GRAMMATICAL and SPELLING purposes. Don't make yourself sound uneducated.
- **BE AWARE OF LIABILITY** - At all times, you are responsible for what you post on your own site AND the site of others. You CAN be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post TODAY does not come back to haunt you TOMORROW.
- **PHOTOS** - Again, you are responsible for anything you post INCLUDING pictures. Do NOT post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate photos will not be tolerated.
- **BE YOURSELF** - Never pretend to be someone else. Tracking tools make it possible for those to find out who posted what comments anonymously. Even if you delete a post or comment, it can still be found within the hard drives of a computer and/or website.
- **CORRECT MISTAKES** - If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don't wait three days to correct something. Also, monitor your teammates. If you see a post that's borderline, encourage them to delete it.

SAFETY & PRIVACY

- Never post anything in relation to your home address, local address, phone number(s), date of birth or other personal, private information. Always exercise caution when posting your whereabouts or plans for the night.
- Be aware of who you add as a friend to your site(s) – many people are looking to take advantage of students or to seek connection with students to give them a sense of membership on your team.
- Protect yourself at all times! While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.
- Maintain privacy at all times, especially with pictures.

I, _____ HAVE READ AND REVIEWED THE POLICY ABOVE AND WILL ABIDE BY ITS RULES AND REGULATIONS WHEN POSTING ON A SOCIAL MEDIA SITE. I UNDERSTAND THAT PENALTIES AND PUNISHMENT CAN OCCUR TO ME OR MY TEAM FOR ANYTHING DEEMED INAPPROPRIATE BY PFEIFFER.

(SIGN) _____ (SPORT) _____

(DATE) _____