The Open University Student Computing Policy

1.   Using a computer for your studies

You will use a computer throughout your Open University studies, so you'll need a computer with reliable internet access. You can use it to:

- access module materials and the module website
- produce module work and make notes
- store and organise documents
- search for information and access the vast OU library
- write assignments and send them to your tutor
- stay in touch with your tutor and other OU staff
- experience additional multimedia and communications elements of your modules
- share ideas with fellow students on our lively student forums.

2.   Computing requirements

You should check the 'Computing Requirements' section of the module information for any requirements of the modules that you intend to study. Please note that computing requirements may vary from module to module and, to reflect developments in technology and to keep our modules and teaching up to date and relevant, they may change during your period of study with the OU.

3.   Essential computer skills

All OU students need to have access to a computer and the internet. The computing skills involved with studying at the OU are invaluable in their own right.

You may find your computer useful for:

- word processing your assignments and module notes
- emailing your tutor and keeping in touch with your fellow students
- accessing your personal OU home page, StudentHome
- accessing and contributing to the online discussion forums run by the Open University Students Association (OUSA).

You can also use your computer to:

- contact the OU via email
- access your module website
- book a module or residential school online
- submit and collect assignments (if available for your module)

- find out exam results.

You may also wish to use a computer for accessing information, carrying out online transactions like updating your personal information, or preparing for study and improving your study skills.

4.   Support for computing

Once you've registered with us, you'll have access to technical information and advice from a dedicated computing helpdesk, and a wide range of online resources.

You should familiarise yourself with the OU Computing Guide, which includes useful information about how to use the OU tools that you will come across during your studies and advice about how to get the best out of them, for example, how to use forums effectively.

5.   Using your computer safely

You should take care of your own health and safety when you are working on a computer. Further information is available in Appendix 1 and in the 'Using a computer' section of the OU Computing Guide.

6.   Your Open University computing account

Our computing resources are provided for educational, training and research purposes. You must not use them for any business or significant personal purposes.

The University will provide you with a secure Open University computing account when you register as a student. During registration, you may be given a username, preferred name and password to use the computing facilities. Your preferred name can be changed but must remain a true representation of your name as held on University central records.

It is your responsibility to keep your account secure and confidential. You are responsible for all activities carried out under your username. You must not give your password to anyone else or store it on another computer system. While you are logged into our system with your own identifier, you should not leave your computer unless you can be sure that nobody else can use it while you are away, for example, you have a password-protected screen saver or you can lock the door behind you.

Your password must be in line with accepted good practice. Visit Safe and secure computing on StudentHome Help Centre for advice on suitable passwords.

7.   Keeping your account secure

If you think the safety of your OU computing account has been compromised, you must notify the University Computing Helpdesk by phoning +44 (0)1908 653972 or by sending an email to the Computing Helpdesk.

If you do not keep your account secure, you will be liable for any transactions relating to your registration, even if your password is used by someone else fraudulently or without your permission.

8. Sharing information in online activities

Your Open University computing account enables you to participate in online activities. These may include compulsory activities for your module. When you participate in these activities, your name, preferred email address, your Open University Computer Username and the content you contribute may be displayed online to students and Open University staff who have a need to see the information concerned.

Messages sent or received on University systems form part of the administrative records of the Open University.

When working in shared online spaces you must carefully consider the information that you are sharing with others. More information is available in the 'Conduct and content online' section of the OU Computing Guide.

9. How we will communicate with you

a) Your email address

You must provide us with a valid email address, which we will use to correspond with you. You must inform the Open University of any changes to your preferred email address by updating your personal profile on StudentHome.

b) Communicating with you by email

It is your responsibility to check your email regularly. You will be sent important information about your registration as a student and about your studies by email. It is also your responsibility to manage any filters on your account to ensure that email from The Open University is sent into your 'Inbox' and not to a 'spam' or 'junk' email folder. You should ensure that your inbox has an adequate amount of space to receive messages from The Open University.

c) Communicating with you through 'StudentHome'

Your Open University computing account will include access to a personalised Open University website called 'StudentHome'. This website will include details of the personal information we hold about you and it will provide you with access to some study materials and a range of other resources that will support your Open University studies. The Open University will also use StudentHome to post messages that will be relevant to you, and may not be provided by any other media. It is your responsibility to check StudentHome regularly.

d) Communicating with you through Open University websites

You will be provided with access to module and qualification websites (where available) as part of your studies at The Open University. These websites will provide access to learning materials and other resources and may be used to post messages about your modules and/or qualification that may not be provided by any other media. It is your responsibility to check your module and, if applicable, qualification website regularly.

10. The principles of online communication

The Student Charter sets out the responsibilities we have to each other as members of the Open University community. The principles of Online Communication set out in Appendix 2 describe the way in which OU staff and students should work together in online environments to support learning, research, administration and participation in all aspects of the University community.

The principles of communicating with other students in OU collaborative spaces are outlined in the 'Conduct and content online' section of the OU Computing Guide.

11. Social networking guidance

If you are using a social networking site to talk with other students or to help your study please see Appendix 3 which sets out detailed guidance to help you.

By social networks we mean any non-OU online tool that enables you to communicate or share content with others, such as blogs, wikis, Twitter and Facebook, but not email.

12. Protection of OU computer systems

You must not jeopardise the integrity, performance or reliability of computers, networks, software and other stored information that belong to us. 'Software' includes programs, routines, procedures and their associated documentation which can be used on a computer system, including personal computers and workstations. The integrity of our computer systems is jeopardised if you do not take enough precautions against malicious software (for example, computer virus programs).

This means that:

- The Open University understands that individuals cannot control or prevent some unsolicited e-mail; however, users must not send junk email or encourage others to do so.
- You should be aware that email attachments may carry viruses, so if you are in any doubt, you must not open the email if you do not have up-to-date anti-virus software.
- You should not download any software or files without up-to-date virus protection measures.
- You should not visit hacking sites or download hacking or evidence eliminating software.
- You should not intentionally visit or download material from internet sites that are likely to contain obscene, racist, hateful or other objectionable materials.
- You should not download password recovery, cracking, security analysis or any other security software.
- You should not intentionally interfere with the normal operation of the systems, including the propagation of computer viruses.
- You should not cause sustained high volume network traffic that substantially hinders others in their use of the network.

The University may automatically block or quarantine any post to an OU email address, website or forum identified as a potential threat to the organisation.

Further information on safe computing can be found in the 'Using a computer' section of the OU Computing Guide.

13. Standards of behaviour

Acceptable standards of behaviour apply to computer-based information technology just as they would apply to more traditional media.

- Software or information we have provided may only be used for educational purposes unless agreed otherwise. You agree to follow all the licensing agreements for software that we have entered into. Please see Appendix 4 for more detailed guidance.
- You must not send offensive, obscene or abusive information on the computer.
- You must not present your own opinions or any facts or other information from your own sources as if they are those of the Open University or made on its behalf.
- Any software, printed data or other information provided by the University must not be copied or used without prior permission from the University, software or information provider.
- You must not break any copyright in documentation or software (or both). The Copyright, Designs and Patents Act 1998 gives copyright owners the right to bring civil proceedings if anyone breaks a copyright, and makes it a criminal offence to break certain copyrights.
- You must not use any University computing or network resources to use or publish material that is obscene, libellous or defamatory, or breaks our code of practice concerning harassment. You are personally responsible for your contributions to any OU computing system.
- You agree to follow the conditions of the Computer Misuse Act (1990), the Criminal Justice and Public Order Act 1994, data protection legislation and other relevant Acts.
- You must not do anything that damages our reputation.
- You may only use approved University links to other computing facilities which you are authorised to use. When using external facilities, you must also follow their rules or code of conduct.

The Open University may use software tools to block sites that are obscene, hateful or have other objectionable materials or may affect the University's operations. Further information can be found in the 'Conduct and content online' section of the OU Computing Guide.

14. Monitoring

In exceptional circumstances, we may have to use your email, voice mail or other files to carry out our work or meet our legal obligations. Each action must be authorised by a senior University officer and the user must be told. You should not assume that any online or phone conversations you have with us (or with other members of the University using our equipment)

are private, because we record these in case there is a complaint or a legal inquiry. We will not eavesdrop or read these back unless we have a good reason.

For security and maintenance purposes, authorised individuals within the Open University central IT teams may monitor all data, systems and network traffic at any time to ensure compliance with this and other security policies and the effective operation of the University's systems.

The Open University is under a statutory duty to have regard to the need to prevent people being drawn into terrorism. If the use of OU computer equipment, information and systems gives rise to a concern that a person may be at risk, this may result in action being taken in accordance with the OU Prevent strategy.

15. Failure to comply

Any breach of this policy may undermine the effective running of The Open University and its ability to meet its duties and legal obligations. Failure to comply may, in some circumstances, result in action being taken under the Code of Practice for Student Discipline. It may also be the case that your conduct and/or action(s) may be unlawful. The Open University reserves the right to inform the appropriate authorities in such cases.

Appendix 1:   Using your computer safely

Using computers

Health and safety advice for using your computer

Set up and connect your equipment in accordance with the instructions provided by the supplier or manufacturer. Always be sure that the computer is switched off and disconnected from the mains electrical supply when you connect or disconnect any of the electrical leads.

Working safely

The use of visual display units (VDU) and other display screen equipment (DSE) has been related to various symptoms to do with sight and working posture. These symptoms are often perceived as fatigue of some kind. Applying simple ergonomic principles to the layout of your work area and how you study can readily prevent them.

Try to position the monitor to minimise glare and reflections on the screen. Suitable lighting is important: remember that glare can occur either directly or by reflection from the screen. Glare from windows can usually be eliminated by curtains or blinds, or by facing the screen in a different direction. It might be a good idea to make adjustments from time to time during the day, as light changes. You should have general lighting, by artificial or natural light or both, that illuminates the whole room adequately.

Eyes and eyesight

There's no evidence that working with DSE is harmful to the eyes, nor that it makes visual problems worse, although a few people who have difficulties with their sight may become more aware of them. But working at a screen for a long time without a break can have effects similar to reading or writing uninterruptedly, and may make your eyes feel 'tired' or sore. You might find that it helps to look away from the screen from time to time and focus your eyes on a distant object.

Making yourself comfortable

As for any task that means working in one position for some time, it's important to make yourself as comfortable as possible when you use your computer. Place the monitor in front of you and at a comfortable viewing distance. If you're working from a document you might find it better to have that directly in front of you and the screen to one side. Try to position the top of the monitor display slightly below eye level when you're sitting at the keyboard.

Before starting work you should:

- Adjust the positions of the screen, the keyboard, the mouse and the documents you're working from, so as to achieve the most comfortable arrangement. Make sure that you have space to use your mouse easily, and rest your wrists in front of the keyboard when not typing.
- Adjust the position of your chair to give you a comfortable viewing distance and posture. The screen should probably be somewhere between eighteen and thirty inches away from you, whatever suits you best.

- Good keyboard and mouse technique is important. Keep your upper body as relaxed as possible and don't over stretch your wrists and fingers. As a general guide, your forearms should be roughly horizontal and your elbows level with the keyboard or the mouse.
- If your feet don't reach the floor when you're sitting in a good position, try a footrest.
- Use a document holder when copying from a manuscript.

Take a break

Whenever you can, try to arrange your study to consist of a combination of work on and away from the screen, to prevent fatigue and to vary visual and mental demands. Long spells of intensive screen work should be broken up by periods of non-intensive work of a different kind.

The nature of your study and the combination of media you're using will determine the length of break you need to prevent fatigue, but as a general rule:

- You should take breaks before the onset of fatigue, not in order to recuperate. The timing of the break is more important than its length.
- Short, frequent breaks are more satisfactory than occasional, longer breaks. A break of thirty seconds to two minutes after twenty or thirty minutes of continuous work with the screen and keyboard is likely to be more effective than a fifteen-minute break every two hours.
- If possible, you should take your breaks away from the screen, and avoid activities that require actions similar to your work (writing, crosswords or needlework, for example).

Appendix 2:   The Open University Online Communications Principles

These principles describe the way in which OU staff and students should work together online to support learning, research, administration and participation in all aspects of the University community.

Principle 1   The benefits of 'Digital Professionalism'

Good online communication skills cannot be assumed, but they can be learned and are essential for effective engagement in learning and work. The development of 'digital professionalism' and skills in online communication has positive benefits for staff, for students and for employability.

Principle 2   Developing our skills

We will support each other to learn, develop and enhance our online communications skills, through advice, guidance, learning resources and working together.

Principle 3   Communicating effectively

We will support and encourage clear and effective communication in online situations and the use of language, style and tone which is relevant and appropriate to the circumstances and the purpose of the communication.

Principle 4   Managing our online image

We will ensure that we are all aware of the importance of managing our digital footprint and support each other to raise awareness of the benefits of creating a positive online image and how to achieve it. We will be mindful of maintaining our own confidentiality and personal security.

Principle 5   Freedom of speech and ideas

We will promote the open exchange of ideas and uphold the fundamental principle of freedom of speech and thought. We acknowledge that people have the right, within the law, to hold and to express ideas that others may find challenging. We will not allow views to be presented in a way that is hostile or degrading to others.

Principle 6   Dignity and respect

We will treat each other with dignity and respect, even where we disagree with each other, and be sensitive to the impact our conduct may have on other students and staff.   We recognise that good manners aid effective communication. We aim to be welcoming and inclusive and do not provide a platform for threats, personal abuse, derogatory comments, unreasonable behaviour that causes offence, discrimination, victimisation, bullying or harassment.

Principle 7   Criticising others and accepting criticism

We should be prepared to accept legitimate criticism, provided it is within the law, based on accurate facts, measured and in an appropriate forum. It is rarely appropriate for named individuals to be criticised in public or anywhere that they have no right or opportunity to reply.

Principle 8   Confidentiality, privacy and copyright

We will respect each other's confidentiality and privacy and we will not share personal details or distribute ideas, words and images that belong to others without their express or implied permission and without acknowledgement. We will not tolerate plagiarism or activities which encourage or enable it.

Principle 9   Responsibility and consequences

We will accept responsibility for our own actions and encourage others to do so. We should be aware that poor communication skills and unacceptable behaviour may have consequences.

Principle 10   Moderation and control

Moderators and other controllers of online communication spaces, whether they are staff or students, have a responsibility to uphold these principles. The aim of moderation or control is to provide an environment within which meaningful, relevant and effective communication can take place. Moderators' decisions should be open, transparent and consistent with any relevant guidelines, which should be available to all participants. Moderators have the right to expect reasonable decisions to be respected but must be prepared for some decisions to be challenged, through appropriate channels.

Appendix 3:   Using Social Media: Policy for OU Students

1.   Introduction

This policy applies to students who use social media. The social media policy and other associated guidelines are designed to help students communicate responsibly and to protect the reputation of The Open University. The use of social media is governed by the same policies and procedures applicable to all aspects of being a member of the university community. It is the responsibility of students to read and act in accordance with the principles of the social media policy and other associated policies and guidelines (see Section 6 below). This also applies to students who are on an approved study break.

2.   Definition of 'social media'

For the purposes of the social media policy, social media is defined as websites and online applications that enable users to create and share content or participate in social networking. These networks enable users to share ideas, opinions, knowledge and interests.

Examples of such social media include, but are not limited to:

- Twitter
- Facebook
- LinkedIn
- Instagram
- YouTube
- Pinterest
- Flickr
- Vimeo
- Blogs
- Online chat forums

3.   Guiding principles

To help protect the reputation of the University, we have adopted a number of guiding principles:

- The Open University has a number of official social media accounts that are actively managed and represent the work and views of the institution, for example, the main corporate 'The Open University' accounts on Twitter, Facebook and Instagram. These accounts are monitored by University staff and any student posts or comments identified, assessed and responded to accordingly, and as soon as possible.

- The University monitors all public-facing references to The Open University in social media and will act upon any references or associations that could discredit the University. This could result in comments being hidden, accounts suspended or disciplinary action.

- Content shared on social media is subject to all the same privacy and copyright laws as other public channels. Students should familiarise themselves with Open University policies and guidelines in and be prepared to be held personally responsible if found to be breaking the law.

- The University's logo may only be used on official managed university social media accounts, any requests to use the logo in any way should be sent to the University's Communications Unit (social-media@open.ac.uk). This is separate to any Open University 'Twibbons' in circulation which can be used to demonstrate a student's association with the University.

- Students should feel no obligation to accept an invitation to join a social media group, page or accept a 'friend request' related to the university or their module of study. This rule applies whether the suggestion comes from another student, tutor or member of staff.

4. Responsibility of students in social media (personal accounts)

Students should not damage the reputation of the university while using social media in a personal capacity and should therefore adhere to the following:

- Any social media activity should not:
  - Do anything that could be considered discriminatory against, or bullying or harassment of any individual (this will also be enforced through the social media platforms' own policies and guidelines, e.g Facebook).
  - Discredit the University through defamatory or inappropriate content and images
  - Breach copyright by using images or content without permission or failing to give due credit when permission has been granted
  - Breach confidentiality by revealing confidential information relating to the University or any individual or organisation.

- Should a social media profile reference the fact an individual is a student of the university, it is acknowledged that public-facing comments made by the account holder are their own and do not reflect those of the university. This does not need to be explicitly stated in a student's social media profile.

- Students should be aware that members of staff, including associate lecturers (tutors), are not obliged to join informal groups on social media, 'follow' or 'be friends' with students.

5. Responsibility of students in social media (unofficial groups)

The University recognises that a number of students set up social media groups specifically to discuss their current module of study. These are classed as 'unofficial' accounts and, as such, are not the responsibility of the University. Unofficial groups (open or closed) are not monitored by the University, therefore it should be noted that:

- The responsibility for monitoring and managing the behaviours in 'unofficial' groups are the responsibility of the group administrator. It is the administrator's responsibility to highlight the purpose of the account, membership and general rules of conduct.

- All users should familiarise themselves with and adhere to the social media platform's own code of conduct, e.g Facebook

- The University's logo cannot be used on 'unofficial' social media accounts.

- Any content posted in an open or closed unofficial group could be shared publicly and should in no way damage the reputation of the University

6. Related OU policies for students using social media

Many OU policies also apply to social networking sites. In addition to the terms and conditions of each platform (e.g. Facebook), you are expected to adhere to the Student Computing Policy and to other OU policies including:

- [Code of Practice for Student Discipline](#)

- [Code of Practice for Student Assessment](#)

- [The Plagiarism Policy](#)

- [Student Privacy Notice](#)

- [The Code on personal relationships between staff and students](#)

- [The Safeguarding Policy](#) for protecting young people and vulnerable adults

7. Misuse of social media

The University has the right to request removal of content from an official, managed social media account or from a personal social media account if it is deemed to be counter to this or other University policies and guidelines.

8. Further social media guidance

You will find further information and guidelines relating to the use of social media at The Open University within the University's online social media toolkit at www.open.ac.uk/smt.

Appendix 4: Terms and conditions governing the use of software, tools and content

Introduction

By accepting a place on an Open University module or otherwise using Open University facilities, content or other systems that include computing or involves the use of tools being provided via a computer, such as online learning, you have given a legal undertaking to comply in full with the requirements set out below. These requirements regulate the use of computer software packages, tools and content supplied or otherwise made available to you by The Open University as part of your module material or otherwise.

A 'computer software package' includes all disks and manuals, the material contained in or on them, and any other related material that is protected by intellectual property rights. The software may be supplied to you on any suitable medium, such as magnetic disk or tape, optical disk or electronic networked service.

'Tools' refers to those on- or off-line mechanisms by which The Open University supplies or otherwise makes available 'Content' to you.

'Content' refers to all proprietary module material, and other content which is owned by The Open University, together with, for example, all information contained within forums, wikis, blogs and podcasts.

You are granted a non-transferable, non-exclusive licence to use the computer software packages, 'Tools' and 'Content' on the conditions set out in the list below.

You must not transfer any computer package or the use of it to any other person in any way. Any use, copying or adaptation of the computer packages, 'Tools' or 'Content' that is not authorised by these conditions may constitute an infringement of intellectual property rights and may be illegal.

Your licence to use the computer software packages, 'Tools' and 'Content' may be restricted or terminated if you fail to meet any of the conditions listed here, and your continued use may be illegal. Legal action may be taken against you or any other person or body who infringes the intellectual property rights of The Open University or other owner of the rights in the computer software packages, 'Tools' or 'Content'.

Software packages

The conditions on which you may use the software packages are:

You may use the computer software packages only for educational purposes to do with an Open University module for which you have registered.

Each computer software package may be used only by you, yourself, and only on a single computer at any one time.

You are allowed to reproduce the software, both in order to use it and for security purposes, as follows:

a) You may install all or part of the software from an original tape or disk on to the local hard disk (or other permanent storage medium) of a stand-alone computer, keeping the software on its original medium as a back-up.

b) You may install the software from an original tape or disk on to a computer system attached to a networked service, as long as you can guarantee that you alone have access to the software.

c) You may install the software from an original tape or disk on to a computer system that has two or more separable components (such as a portable computer with a desktop home station), as long as you remain the sole user of the software on all the system's components.

d) You may download the software from an electronic networked service provided by The Open University into the permanent storage of a stand-alone computer, on to a computer system attached to a networked service or on to a computer system with two or more separable components, as long as you remain the sole user of the software.

e) You may make a single back-up copy of the software, whatever its original form, on to a suitable disk, tape or other medium. You may not use the back-up copy unless you need to reinstall the software because your system has failed (and there are no copy-protection or other mechanisms in the software that prevent repeated installation).

f) If the software, or any part of it, cannot or must not be used in any other form than its original, you may make a single copy of the original to use as either a working copy or a back-up copy.

g) Whether you make a single back-up copy or not you may, if you make routine back-up copies of your computer system's hard disk (or other permanent storage medium) as a whole, include the software in the composite back-up copy.

Copying manuals or other documentation, or parts of them, is expressly forbidden. Documentation will not necessarily be printed. It may be on magnetic or optical tape or disk, and you may then print out all or part of it for your own use.

You must not remove any product identification, logo, copyright notice or trademark from a computer software package.

You must not alter, modify or adapt any computer software package in order to translate, decompile or disassemble it, to create derivative works or for any other purpose.

All rights not expressly granted to you are retained by the owner of the intellectual property rights in the computer software packages.

'Tools' and 'Content'

The conditions on which you may use the 'Tools' and 'Content' are:

You may use the 'Tools' and 'Content' only for educational purposes to do with an Open University module or other facility for which you have registered.

You are responsible for material you create, post or upload using the 'Tools' (your 'Submitted Materials'). By submitting or storing any material you confirm that it is not defamatory, obscene or illegal and does not infringe any third party rights. In addition, you confirm that your 'Submitted Material' is your own work or you have permission to use and upload it. You agree that your 'Submitted Materials' can be lawfully published off- or on-line and, as far as you are aware, are not the subject of any dispute.

The Open University may monitor 'Submitted Material' posted using the 'Tools'. Please note that despite these checks, The Open University does not promise that information displayed by others will be accurate, up to date or free from inaccuracies.

You acknowledge that The Open University may decide at its sole discretion, not to publish your 'Submitted Materials'. The Open University may delete or modify your 'Submitted Materials' at any time without notice should the material fail to comply with this [Student Computing Policy](#) or any other contractual terms to which it is subject.

You agree that The Open University and other users are permitted to copy, reproduce and use your 'Submitted Materials' for the purposes of their study, provided always that the work or views are not falsely claimed to be their own. The 'Submitted Materials' may be used by The Open University on an irrevocable and perpetual basis and may be incorporated into module material and other content.

In posting material you must adhere to this [Student Computing Policy](#) and not do anything which may cause the risk of a virus or involves the posting of inappropriate messages (including information which is outside the scope of the discussion topic or module content or constitutes a chain letter).

The Content contains material which is proprietary to The Open University, and includes logos, trade marks, trade names, photographic and video images, sound recordings, audio tools and website layout. You are not permitted to download or copy these materials except to the extent that they are incorporated into module or programme materials. You must not remove any product identification, logo, copyright notice or trade mark from the 'Content'.

In the event that any links to other websites appear on its online sites The Open University accepts no responsibility or liability for the content of those websites. You should check the terms and conditions and privacy policy of any other website you visit.

The Open University does not guarantee that use of its systems will be compatible with all hardware and software or that it will be uninterrupted or error or virus free.

The Open University will take steps to review your 'Submitted Materials' for publication on any publicly accessible areas of its websites to assess their compliance with the laws of England where The Open University is based and from which its 'Tools' are provided. Inclusion of materials submitted does not constitute or imply any endorsement, authorisation or recommendation by The Open University in relation to that material or any of the opinions or other statement made within it. The Open University cannot monitor nor can it enforce compliance with all applicable laws and regulations.

Summary of changes

August 2017

- Renamed of Appendix 3 from Using Social Networking Tools: guidance for OU students to Using Social Media: Policy for OU Students.

- Updated of Appendix 3 to define what is meant by 'social media', set out guiding principles, define responsibility of students both on their personal accounts and in unofficial University-related groups, state potential consequences of social media misuse and link to related policies and further guidance.