YJ02 SOCIAL MEDIA & ONLINE ACTIVITY GUIDELINES

The Right Track social media guidelines are intended to help protect you, as a participant of the Right Track program, and to ensure that we all contribute to a community (on and offline) that is respectful, thoughtful, and inclusive. Please abide by these guidelines throughout the summer. We also encourage you to use these guidelines as you move forward in your schooling and careers.

As with all Right Track policies, we expect you to also always follow whatever social media policies are put in place by your employer.

1. **Use your cell phone only for emergency phone calls**. Do not text, go online or take personal calls when you are working. If you absolutely need to take a call, step out into the hallway, break room, or other non-work space and keep the conversation brief (5 minutes or less).

2. **Never use social media at work, unless it is for work purposes.** Your employer is paying you to work. Even if you have some down time, you should keep your phone out of the way, and should not go to any social media site using a work computer.

3. **Never use work email accounts for personal purposes.** Do not send private email using a work account, and do not encourage others to send private email to you at your work account. *Most workplaces have a policy in place that allows them to search and review anything you send or access online using their email service, devices, and/or internet connection.*

4. **Never share confidential information.** Do not post your own private information for others to see (ex. home address). Also, never share confidential information from your internship. Sharing confidential information outside of work can lead to the loss of your internship and may even lead to legal action against you.

5. **Do not say negative things about your job, your employer, or your colleagues online.** This is not illegal, but it can ruin your relationships with your employer and could affect the willingness of other people to hire you in the future.

6. **Avoid drama.** Do not be cruel to others, do not forward harmful messages or embarrassing photos, and do not impersonate other people by using their accounts or devices or by creating fake pages. Do not use racist, sexist, homophobic, or other derogatory language.

7. **Think about your offline reputation before you post.** What you say online can impact how people view and treat you in the real world. In some jobs, what you say online can result in disciplinary action, including firing.

8. **Understand that the internet never forgets.** Anything you create or communicate can be forwarded, cut, altered, and reposted. Even with privacy settings in place, if a friend decides to grab a screenshot of something you posted, you could still end up in a bad position.