



In partnership with



Social Media Policy

SOCIAL MEDIA POLICY

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Revision History

Revision No.	Revision Date	Section No.	Remarks
1.0	August, 2022	All Sections	New Document

Dissemination

Through OUC Student Support Service Portal and website to all OUC students and staff.

Internal Control and Validation

To ensure compliance with this policy and procedure:

- The Director of Operations will control the compliance,
- The Project & Compliance Lead will monitor from the internal audit, and
- The independent external auditor will validate.

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1.1. Policy Objective

- 1.1.1. Oryx Universal College (OUC) encourages students to use social media: it can bring many benefits and opportunities and is a valuable tool to engage with the College, the programme of study, staff, and other students.
- 1.1.2. This Policy has been developed to clarify the expectations of the College and to give students a framework for the appropriate use of social media, so that serious mistakes – which can cause legal, ethical, and reputational problems for the College and individual members of the College community (staff, students, and visitors) – can be avoided.
- 1.1.3. For the purposes of this Policy, "social media" means any type of interactive online media that allows parties to communicate with one another or to share data in a public and private forum.
- 1.1.4. This includes, but is not limited to, social media sites such as Facebook, LinkedIn, Twitter, Instagram and Snapchat, WhatsApp, Interactive Applications such as Meeto, as well as blogs, wikis and video and image sharing websites such as YouTube and Flickr and all other internet postings.
- 1.1.5. As new sites are constantly being created, this list is not exhaustive, but is intended to demonstrate the range of sites that are included within the definition of "social media".
- 1.1.6. This Policy should be read in conjunction with the College's current Computing Facilities Conditions of Use, the Student Code of Behaviour and Student Disciplinary Procedures.
- 1.1.7. The College reserves the right to amend this policy at any time.

1.2. Scope

- 1.2.1. This Policy has been designed to advise students of their responsibilities and what the College expects of them when accessing and using social media sites.
- 1.2.2. This Policy should be applied to all use and all forms of social media where there is a potential impact on the College, whether for College / Programme related or personal use.

- 1.2.3. This Policy should be applied to all use whether during business hours or otherwise, whether social media is accessed using the College’s IT facilities and equipment, or equipment belonging to students or a third party.
- 1.2.4. Students should be aware that both their college/programme usage and their personal usage of social media can infringe the Student Code of Behaviour and can result in action being taken against them under the Student Disciplinary Procedures.
- 1.2.5. This Policy applies to students where their use of the internet can affect the College. Examples of ways in which student behaviour on social media can affect the College are when the student:
- 1.2.5.1. Is using College resources to access social media; or
 - 1.2.5.2. Is using a College email address as their contact email; or
 - 1.2.5.3. Is identifiable as an OUC Student; or
 - 1.2.5.4. Posts comments, information, likes, images, or messages online in a public or private/restricted forum about the College, its staff, and students
 - 1.2.5.5. This list is not intended to be exhaustive.

1.3. Definitions

<i>Legal Liability</i>	Refers to the responsibility of person or entity have under the law that someone has for their actions or losses they inflict upon others.
<i>Social Media</i>	This includes but is not limited to all the social media sites and applied to any device use and all forms of social media and online activity.

1.4. Abbreviations

OUC	Oryx Universal College
PSRB	Professional, Statutory and Regulatory Bodies
GDPR	General Data Protection Regulation
DPA	Data Protection Act

1.5. General Principles

- 1.5.1. OUC is committed to providing a learning environment that is conducive to the academic and social well-being of the College community and students are required to act in a professional, respectful, and acceptable manner always. This includes behaviour and conduct on social media.
- 1.5.2. Students are responsible for their words & actions in an online environment and are therefore, advised to consider whether any comment, message, image, or link etc. they are considering posting is something that they would want other students, staff, employer & potential employers, or people outside the College to read.
- 1.5.3. Students should remember that social media usage can leave a permanent trail and, once a comment, image or link etc. is posted, they will no longer be able to control whether it is forwarded to others or who will ultimately read it.
- 1.5.4. If a student's use of social media is considered to be derogatory, discriminatory, bullying, threatening, defamatory, offensive, intimidating, harassing, creating a legal liability for the College, damaging to working relationships, bring the College into disrepute or breaching the Student Code of Behaviour, Equality and Diversity and/or any other policy or procedure, then the College may take action under the Student Disciplinary Procedures, regardless of whether the usage was personal or for study purposes. This may incur a range of penalties, up to and including expulsion from the College.
- 1.5.5. If a student's use of social media is potentially a criminal offence, then the College, staff and/or students can report such matters to the Police or Criminal Investigations Department or other relevant law enforcement agency. The College, staff and students can seek advice from the Academic Registry in this regard.
- 1.5.6. The Internet is provided by the College for bona fide College business use only and subject to the College's Conditions of Use.
- 1.5.7. The College reserves the right to restrict access to any websites (including social media sites) or withdraw student access to OUC IT systems and services, should it deem it necessary.

1.6. Confidential Information, Security, and Identity Theft

- 1.6.1. Divulging confidential information may breach the applicable laws, rules and regulations of the State of Qatar, which can incur a substantial fine.
- 1.6.2. Revealing such information may also breach other legal and contractual obligations that the College has and put the College's reputation at risk. This is a particular risk with social media due to the speed with which information can be inadvertently disseminated widely to many other users.
- 1.6.3. Students are expected to be security conscious and take steps to protect themselves and others from identity theft, for example by restricting the amount of personal information that they give out. Social networking websites allow people to post detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords.
- 1.6.4. Students should ensure that no information is made available that could provide a person with unauthorised access to the College, its systems and/or any confidential information.
- 1.6.5. Students should refrain from revealing any sensitive and/or confidential information regarding the College, its business, its staff, students or any third party on social media or do anything to jeopardise the College's confidential information and intellectual property. Students should never disclose staff or other student's private information without consent.

1.7. Duty to Report

- 1.7.1. Any student or member of staff who has concerns about inappropriate social media use by a student or students should contact Academic Registry Office:
 - 1.7.1.1. Should contact via telephone numbers +974 4021 0000 or
 - 1.7.1.2. Should contact via email at registry@oryx.edu.qa.

1.8. Monitoring

- 1.8.1. The College reserves the right to scan public networks to review information about the College held in the public domain.
- 1.8.2. The College has the right to monitor content on the accessible pages of the social media accounts, internet postings and blogs etc. of students to ensure compliance with this policy.
- 1.8.3. The contents of the College's IT resource, and communication systems are the College's property. Students should have no expectation of privacy in any message, file, data, document, telephone conversation, or other kind of information or communication transmitted from, received to, printed from, stored on, or recorded on the computer's electronic information and communications system.
- 1.8.4. The College reserves the right to monitor, intercept, review, audit and disclose all student activity undertaken using the College's IT resources and communication systems, including but not limited to social media, for legitimate business purposes which include ascertaining and demonstrating that expected standards are being met by those using the systems and for the detection and investigation of unauthorised use of the systems (including where this is necessary to prevent or detect crime).
- 1.8.5. Students consent to such monitoring by their use of such resources and systems.

1.9. Breach of this Policy

- 1.9.1. Breach of the Policy may result in disciplinary action up to and including expulsion from the College.
- 1.9.2. Students on Professional Courses, subject to Professional, Statutory and Regulatory Bodies (PSRBs) and Codes of Conduct may be subject to Fitness to Practice Proceedings in the event of alleged internet, or social media misconduct or misuse.
- 1.9.3. If a student is asked to remove or amend content from a social media site which is in breach of this Policy, failure to comply with such a request may result in disciplinary action.
- 1.9.4. Any student suspected of committing a breach of this Policy will be required to cooperate with the College's investigation, including providing access to view personal profiles to an investigator and OUC Behavioral Disciplinary Panel.

1.10. Advice and Information

- 1.10.1. The OUC Academic Registry Team provide guidance, advice, and information to students about Social Media Use.
- 1.10.2. Further Information on this Policy and Student Code of Behaviour and Student Disciplinary Procedures are available on the College's Webpages at <https://www.oryx.edu.qa/policies/> or by contacting the Academic Registry via telephone numbers +974 4021 0000 or via email at registry@oryx.edu.qa.
- 1.10.3. OUC provides professional and independent advice on all student related matters. Students can make an appointment to speak to a qualified adviser by contacting Academic Registry at OUC Campus, +974 4021 0000 or via email at registry@oryx.edu.qa
- 1.10.4. The OUC Academic Registry Staff are available to advise Students on matters such as concerns about potential criminal offences, personal safety, and police procedures. If students wish to contact, they can do so at Academic Registry.
- 1.10.5. Students can seek advice and support from the OUC by various means through personal tutor, student wellbeing officer, Associate Dean of Students Wellbeing and Success, in regard to concerns on Social Media usage.
- 1.10.6. Further information and contact details are available on the College Web pages at <https://www.oryx.edu.qa/>.