

Facebook Policy for Tynedale U3A

All members are encouraged to use social networking to connect with others, expand the learning experience and to share information relevant to the activities of Tynedale U3A.

Tynedale U3A's Facebook group promotes its activities by posting photographs and short articles. Inappropriate use of any social media can pose risks to our confidential information and reputation and could jeopardise our compliance with legal obligations.

A written policy is therefore required for all those involved on the acceptable use of Facebook.

Role of the administrators

There will be two administrators (the Chair & Business manager) who will:

- be responsible for maintaining standards
- approve Facebook group members
- ensure there are regular posts
- remove posts that breach this policy
- respond to constructive criticism and delete anything unconstructive in order to keep the content relevant and respectful

If there is doubt about the suitability or legality of a proposed posting, the Administrators will confer with the Committee chairperson.

Guidelines for U3A members

1. Use good judgement

- Ensure that all information to be shared is public information

2. Be respectful

- Always treat others in a respectful, positive and considerate manner

3. Be responsible and ethical

- Unless you are specifically authorised to speak on behalf of Tynedale U3A as a spokesperson, state that the views expressed in your postings are your own
- Be open about your role within Tynedale U3A

4. Be a good listener

- Be responsive to others when conversing online. Thank people for their comments; and ask for further feedback.
- Try to do at least as much listening as you do writing and responding.

5. Do not share confidential information

- Do not post information that may be considered confidential. If you think it could be confidential, then it probably is. Do not include your birth date, address, and telephone number on any posting.

6. Do not share private and personal information

- Be very careful about the type and amount of personal information you provide.

- Never post any personal information relating to fellow members or committee members.
- Always respect the privacy of other members.

7. Be cautious with respect to Images

- Respect brand, trademark, copyright information, and Tynedale U3A images.
- **Never** post pictures of members without their written consent.
- Do not post pictures of others without their permission.

8. Other social network sites

- Do not blindly re-post a link without looking at the content first.

9. If you make a mistake

• Be sure to correct any mistake you make immediately, and make it clear what you have done to fix it. Apologise for the mistake.

10 . Cyberbullying:

- Harassing and denigrating are examples of cyberbullying and will not be tolerated.

Engaging in any online activity intended to harm (physically or emotionally) another person will result in disciplinary action. In some cases, cyberbullying can be a crime.

Group Rules

Anyone signing up to join the Facebook group (members and non-members) will agree to the following rules when they join:

1. Stay on Topic

Share plans, learning activities, issues, and events relevant to the Tynedale U3A membership

2. Be kind and courteous

We're all in this together to create a welcoming environment. Let's treat everyone with respect.

Healthy debates are natural, but kindness is required.

3. No promotions or spam

Give more to this group than you take. Self-promotion, spam and irrelevant links aren't allowed.

Signed: _____ Committee role _____

Print

name:.....

Policy review date: 1/4/2028