



# **CHALLENGES AND DANGERS FOR INSTRUCTORS USING SOCIAL MEDIA AND OTHER ONLINE RESOURCES**

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Joint Senate / United Faculty Meeting

# Agenda

- District Policies and Procedures
- Cloud Services – Google Drive, Drop Box, etc.
- Social Media
- E-mail
- Websites - ADA/Section 504
- Mobile Devices – District Owned Devices & “Bring Your Own Device”
- Acceptable Use Policy BP/AP 3720
- Copyright – reposting of digital items
- Questions?

# Cloud Services

- Most new development of systems is offered in the cloud as the only option – Why?
- Once something is in the cloud even if you delete it is not gone!
- Only protection is the contract / End User Licensing Agreement – Read it!
- Refer to Cloud Solution Security Measure Guidelines currently under review by DCC
  - User authentication
  - Identify data being used and validate it is needed
  - Review vendor security processes & procedures



# Social Media

- Separate Work from Personal – e-Discovery; Free Speech; Privacy
- Understand how security settings work
- Understand how to restrict your posts to the audience you want
- Remember just because you delete something does not mean it is gone – everything is stored on a backup server somewhere
- Remember this is a cloud based service in most cases you treat as such
- If you don't want it seen on the front page of the paper or in a Tweet don't write it!
- Refer to the Social Media Guidelines:  
[http://www.nocccd.edu/Departments/IS/documents/Social Media Guidelines.pdf](http://www.nocccd.edu/Departments/IS/documents/Social_Media_Guidelines.pdf)



# Email

- What is phishing? Does anyone know enough about you to pose as you?  
<https://www.lookout.com/resources/know-your-mobile/what-is-phishing>
- Don't open ANY attachments that end in .exe or .scr AND unless you know the person and you were expecting them to send something. Call them and see if they sent you something.
- Never send passwords, credit card, SSN etc.
- Don't send anything you don't want to see in the newspaper or on Twitter!



# Website

- Anything on a public site is available to the world!
- Remember, you are representing the District if you use one for District business
- Follow Board Policy:  
[http://www.nocccd.edu/Policies/PDFs/3740.AP.final\\_032904.pdf](http://www.nocccd.edu/Policies/PDFs/3740.AP.final_032904.pdf)
- Guidelines offer additional suggestions:  
[http://www.nocccd.edu/Departments/IS/documents/Website\\_Guidelines.docx](http://www.nocccd.edu/Departments/IS/documents/Website_Guidelines.docx) (Note new version under consideration at DCC)
- Consider ADA/Section 508 requirements!



# Mobile Devices



- District Owned Devices governed by BP/AP 3720
- BYOD (Bring Your Own Device)
  - Use is optional and District not responsible
  - No technical support
  - Wired or wireless network use is governed by each campus
  - myGateway not mobile responsive at this time
  - Don't expect privacy
  - BP 5500 will apply to your students' usage
  - Put in your syllabus the expectations for these devices; you cannot require them of students
  - Wipe the device of college business upon separation
  - Don't share personal information
  - Contract provisions will apply
- Use of personal device may become public if used for business!
- Refer to Mobile Computing Device Guidelines:  
[http://www.nocccd.edu/Departments/IS/documents/Mobile\\_Computing\\_Guidelines.pdf](http://www.nocccd.edu/Departments/IS/documents/Mobile_Computing_Guidelines.pdf)

# A Few Other Reminders!

- Passwords – don't share; use a phrase; never use personal information
- Computers – log off when you leave your work location





# Local Board Policies & Procedures

- Be familiar with your district Board Policies and Procedures at:
  - <http://www.nocccd.edu/Policies/documents/AP3720.revised.C-Cabinet4-28-08.pdf>
  - [http://www.nocccd.edu/Policies/PDFs/3740.AP.final\\_032904.pdf](http://www.nocccd.edu/Policies/PDFs/3740.AP.final_032904.pdf)
  - <http://www.nocccd.edu/Policies/PDFs/3750.AP072505.pdf>
- Make sure you know what is expected of you



# Resources

- ❖ California Community College Legal:  
<http://extranet.cccco.edu/Divisions/Legal.aspx>
- ❖ Chancellor's Office Legal Advice Guidelines:  
[http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Legal\\_advice.pdf](http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Legal_advice.pdf)
- ❖ ADA/Section 508 – Chancellor's Office:  
<http://extranet.cccco.edu/Divisions/StudentServices/DSPS/StatutesRegulations.aspx>

# Questions?

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Thank You!