**SAMU Student Group | Online Presence Guidelines Website**

* All SAMU Student Group are permitted to have a website. Website development is the responsibility of the group.
* SAMU Student groups may design their own logo.
* The website is to be used to promote and inform people about the group.
* A group will be de-ratified if it is found using discriminatory behavior on its website.

**Social Media Guidelines**

* Use these sites to showcase the best of your group and what it is doing.
* Think about what you’re posting and how others may perceive it.
* Behave online as you would offline.
* Always treat people with respect.
* Be professional.
* Do not use your group’s social media account to vent if you are angry.
* Remember: what you post stays online forever.
* Under no circumstances are you to give out any group members’ personal information.
* Be sure to change your password regularly to ensure your account remains secure. Don’t share your password.
* Be aware of messages from hacked accounts. If the message is coming from someone you know but seems out of character or suspicious, delete it.
* Do not use other people’s intellectual property unless you have their permission to do so, as it violates copyright laws.
* Student Groups will face disciplinary action if they are found posting pictures, videos, or comments of a discriminatory nature on their social media accounts.
* Make sure that what you post do not reflect badly on SAMU or MacEwan.

**Social Media Procedure**

* SAMU Student Groups are permitted to have Facebook, Twitter, and Instagram accounts. Use of any other social media platforms requires the approval of the Student Groups Manager.
* Student Groups must be friends with the SAMU Student Groups Facebook account and follow the SAMU Twitter account.
* Student groups Facebook pages may only be used to promote and share groups-related information. If you’re not sure if something is appropriate, please contact the Student Groups Department before posting.
* Groups may only post pictures of individuals that have signed a **Model Release Form**. Model Release Forms are available through the Student Groups Department and are available at samu.ca/Studentgroups.
* The Student Groups Manager must approve any group’s videos before they are posted online.
* All pictures and videos posted through Student Groups social media accounts must be tasteful.
* If you plan to post someone else’s work, ensure that you get their permission to do so in order to avoid copyright infringement.
* If you disagree with a comment or post, be respectful. Make sure to be constructive and offer solutions where necessary.
* Student Groups are not permitted to post any information about SAMU unless they have contacted the student groups Department for permission and confirmation of details first.
* Student groups are encouraged to like each other’s Facebook pages and any organizations associated with their groups.