## Guidelines on using social media

Established: March 17, 2016

The university respects discussions and communications that members of the university (students and faculty) freely have at their discretion. This also applies to social media.

Many social media platforms can be very useful if properly used. If used in an inappropriate manner, however, they could cause harm to not only to ourselves but also to people around us.

Each of us should realize that we are members of Kansai University and be aware of the influence of social media when using it.

## What is social media?

Social media is one type of media that allows users to exchange (send/receive) information (SNS such as Facebook, Twitter, mixi, LINE, or blogs, and e-bulletin board systems).

## Precautions when delivering information

- 1. Always keep in mind that information has global influence beyond national borders, races, and cultures.
- 2. Observe not only the Japanese laws and regulations but also those set forth by foreign countries and international laws and regulations.
- 3. Do not provide personal, sensitive, or proprietary information.
- 4. When using third-party content, ask for permission to use it, and be sure to explicitly include the name of the owner of the rights in your posts.
- 5. Avoid comments or posts that would call into question your integrity as members of Kansai University (e.g., defamatory or discriminatory statements against particular individuals or groups). This could cause you and the university to lose honor or trust.
- 6. Keep in mind that information is likely to leave a permanent record once delivered, even if you try to delete it completely.