

The web includes but is not limited to blogs, wikis, social networks, video and photo portals, or any collaborative professional space. These platforms can create situations that blur the lines between personal and professional life. Carl Sandburg College believes its employees and students often are the best ambassadors for the College. The web provides the Sandburg community many opportunities to represent the College in the “virtual” community and Sandburg encourages the constructive use of the web consistent with the Sandburg mission. Sandburg is also committed to adhering to local, state, and federal requirements to protect student and staff privacy and those governing the workplace. The College retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of College computer resources, and restrict employee/student activities that do not add value to the College mission, vision, beliefs, strategies, focal points and goals or financial well-being. Therefore, the Carl Sandburg College Board of Trustees establishes this regulation regarding use of the web by Carl Sandburg College employees, students and volunteers. This regulation is intended to establish boundaries between the personal and professional lives of employees, volunteers, and students representing Carl Sandburg College. This regulation governs use of the web in the course of representing Carl Sandburg College and via Sandburg computing resources. This regulation applies to use of the web, even if such use is limited by privacy controls. The use of the web by other third parties is subject to the terms of use established by Sandburg, as may be amended.

1. This regulation will supplement the existing Board Policy number 2.17 on Computer and Internet Acceptable Use.
2. When employees, students, or volunteers identify themselves as employed and/or associated with Sandburg, they should include a disclaimer that indicates that their opinions, comments, interpretations, etc., are their own and not those of the College and may not represent current or accurate information. In most cases, listing a title in a “profile” or “resume” would not require such a disclaimer, but publicly commenting on policy, governmental affairs, or controversial issues without adherence to the College’s media relation standards and/or Ethics Ordinance would require such a disclaimer. Personal opinions expressed in personal restricted venues using personal computing resources most often would not require disclaimers.
3. Employees, students and volunteers recognize that they participate in the web at their own risk. The College rules of conduct extend to use the web, and employees, students and volunteers must be aware that even personal use of the web that has a detrimental impact on the workplace may be subject to discipline. Employees, students and volunteers must also recognize that they can be held personally liable by third parties for the content of their web use.
4. The web activity by employees, students, or volunteers must be approved and coordinated through the Marketing and Public Relations Department. Classroom activities that involve the use of the web must secure such approval **only** when such material **is visible beyond the confines of the virtual classroom.**