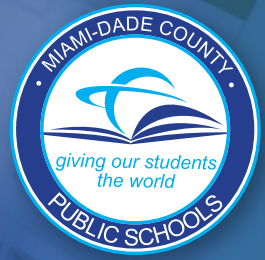


SOCIAL MEDIA TIPS

HOW TO PROTECT YOUR ONLINE REPUTATION
AND BE A RESPONSIBLE DIGITAL CITIZEN



THINK BEFORE YOU POST!

Before you share anything on social media, ask yourself:

- **What impression am I giving?** If this were someone else's post, what would you think about it?
- **Do I really want this information out there?** Your online interactions develop your digital footprint and leave a permanent trail. Anything you post online, even if you later delete it, cannot be erased.
- **Am I oversharing?** The more you share, the more people learn about you. Would you want someone to share this fact or idea about you?



COMMUNICATE RESPONSIBLY

- Treat others how you would like to be treated. Do not post anything online that you would not say to someone in person or in a public place.
- Say NO to cyberbullying. If you or someone you know is being bullied, report this information to the Bullying/Harassment Anonymous Hotline at 305-995-CARE (2273).
- Display your leadership skills. If an issue or concern demands attention, it is okay to speak up in a socially responsible manner.



GROW YOUR NETWORK

- Use social media to stay connected with friends, family, alumni and others who share your same interests.



BE AUTHENTIC AND APPROPRIATE

- Be authentic and engaging. Post unique and interesting content that will add value to your social media presence.
- Use common sense. If the content you are posting is defamatory, sexually explicit, illegal, vulgar, confidential, or plagiarized, then it is not appropriate for social media.



PROTECT YOUR PRIVACY

- Keep personal details about yourself, family and friends private.
- Create secure passwords, do not use the same passwords as other sites and never share your passwords with others.

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