

**Personal Electronic Account
Privacy Protection Policy**

BOT Approved: November 15, 2016

PURPOSE:

Section 26-401 of the Education Article, Annotated Code of Maryland requires all institutions of higher education to adopt and implement policy to protect students' personal social media privacy. This policy prohibits certain acts by the College and grants rights of civil recovery and damages for violations of the policy. In short, the policy prevents College officials from requiring or requesting students to allow the College access to their personal social media.

Scope of the Policy:

This policy applies only to students' personal accounts and not to accounts created, owned, or managed by College or officials acting on its behalf. Privacy protections also do not apply to information that is public on individual accounts. The policy also does not apply to suspected criminal activity investigations or other investigations related to health and public safety, in publicly accessible accounts. This policy's protections apply to current students, prospective students, and applicants to the College whether classes are taken for credit or non-credit. Where the word "student" is used, it encompasses current students, prospective students, and applicants. Acts prohibited by this policy apply to all College employees and/or any person authorized to act on behalf of the College in any capacity.

POLICY:

Garrett College cannot request access to personal electronic accounts of students, applicants, prospective students, or employees and cannot base acceptance to the College or employment at the College on access to these accounts or content contained within these accounts. Students and employees are not required to provide access to these accounts and are not required to participate in social media activities as a condition of their acceptance to, enrollment at, or employment at the College.

Garrett College cannot compel a student, applicant, prospective student, or employee as a condition of enrollment, employment, or participation in extracurricular activities, to add to the list of contacts associated with any electronic account any individual (including a coach, teacher, administrator, other college employee, volunteer), or change the privacy settings associated with a personal or electronic account. Garrett College will not threaten or take any action to discharge, discipline, terminate, or prohibit from extracurricular activities a student or employee related to these conditions.

This policy requires that the administration create and maintain guidelines and employ best practices as applies to employees and students posting online material on behalf of Garrett College. Employees and students are subject to the same laws, professional expectations, and guidelines when interacting online with students, parents, alumni, donors, and the media as they are in person. Confidential and proprietary information about the College, its students, faculty, staff, alumni, and donors may not be posted on social media sites. Other information that may not be posted includes information that violates federal or state laws and student information that is protected by FERPA.

PROCEDURES:

N/A