



## SADDLEBACK COLLEGE

28000 Marguerite Parkway  
Mission Viejo, CA 92692  
949.582.4500  
[www.saddleback.edu](http://www.saddleback.edu)

## The Center for Career and Life Development

Student Services Center #140  
949.582.4575  
Hours: M–Th: 8 – 7 / Fri: 8 – 3  
[www.saddleback.edu/cclid](http://www.saddleback.edu/cclid)



### Social Networking Guidelines for The Center for Career and Life Development (CCLD)

The following guidelines have been developed to preserve the professionalism and safety of CCLD employees in social networking environments.

- Social networking sites created or used for CCLD purposes (EXAMPLE: to promote programs or connect with students, business contacts, or other individuals) are under the ultimate control of the employee who created the page.
- Content on pages accessible to the public should be appropriate and relevant to the services and operations of the CCLD and should complement the mission of Saddleback College.
- ‘Friends’, ‘Members’, or other groupings of individuals on social networking pages should be individuals you trust, but do not need to be current students of the college.
- Social networking communication should not supplant other, traditional forms of communication with students and the community so individuals do not feel they ‘miss out’ on information if they do not utilize social networking sites.
- All individuals pictured on a social networking site should have signed photo release forms on file. Pictures should have little or no identifying information about the individuals pictured.
- Social networking sites should be reviewed and updated on a regular basis. Sites not updated regularly should be cancelled or deleted. Social networking sites are most valuable when information is current, if not real-time.
- Use privacy settings so that the page’s creator must approve all comments when managing groups or blogs.
- No personal identifiable information about any individual should be posted on social networking sites unless written and/or verbal consent is provided by said individual.
- As administrator of a group or blog, a policy must be developed to manage inappropriate comments, links, or other offensive information sharing.  
(OPTION: First offense, written warning. Second offense, deletion from the page.)
- A link should be made available to individuals on the safety guidelines of each social networking site.
- CCLD staff are able to remove anyone from their “friends” list or restrict access to their page at any time and for any reason.
- Any logos or trademarks used in social networking pages must maintain Saddleback College’s publicity guidelines.

***These guidelines apply only to social networking pages such as Facebook, Myspace, LinkedIn, Blogs, Wikis, or others created and/or utilized in professional situations associated with the CCLD.***