The School of Mathematics wants students to use social media responsibly in ways that enhance their studies and their membership of our academic community. As such, we encourage students to join our online groups in LinkedIn and Facebook and to follow our Twitter feeds. We also recognise that students may wish to set up their own informal groups. To help our students use social media responsibly we offer the following Top 10 tips.

1. Never write something that you wouldn’t want your parents or your employer to read. Employers check the online profiles of job applicants.

2. Never talk to or about somebody in ways or language that you know would not be acceptable if you were talking to them face to face.

3. Nothing on Facebook can be considered to be private. So assume that anything you write may be read by people outside the group, including your lecturers.

4. Can you keep a secret? People are just as poor at keeping secrets online as they are offline.

5. LinkedIn is not Facebook – here you are in a professional environment, so behave as you would in the office.

6. The University’s Policy on Dignity and Mutual Respect applies to you as a student both online and offline. Bullying and harassment of staff or of other students will not be tolerated.

7. Behaviour that brings or has the potential to bring the University into disrepute is not defined by where it occurs – you could find yourself in trouble with the University authorities for something that you post anywhere online. Please read the University’s guidance on Conditions of Acceptable Usage of Internet, Web and email http://iss.leeds.ac.uk/info/362/policies/760/use_of_computer_systems_policy/3

8. The internet is not the place to let off steam – if you have a concern or a complaint don’t post it, talk to your student rep or to a member of staff. If a problem cannot be resolved within the School then you should follow the University’s complaint policy http://www.leeds.ac.uk/secretariat/student_complaints.html

9. Never post anything when you are upset or angry, many people regret what they write afterwards. Always calm down and re-read it before you post it. Do you really want to press send? Once it’s sent, you can’t take it back.

10. You are a future graduate of this University - look after its reputation.