



Leeds Trinity
University

Student Conduct and Discipline Code

September 2020

Incorporating the Student Social Media Policy

Student Conduct and Discipline Code

1. Leeds Trinity Values

Leeds Trinity University respects its contractual relationships with students. It seeks to create a tolerant and harmonious community. All members of the University are expected to act in accordance with its values of dignity, respect, social justice and equality.

2. The Student Discipline Code

- 2.1 The Code applies to any registered student of Leeds Trinity. This includes all police student officers, apprentices and students at partner institutions, subsumed in the term “student” hereafter.
- 2.2 Nothing in the Code shall invalidate a student's rights under English law. At no time shall it be construed that the University is investigating a crime nor determining that a crime has taken place. Only the criminal justice system may reach such a conclusion. The University is investigating misconduct against its own procedures which, however, has a lower burden of proof and may be determined on the balance of probabilities rather than beyond reasonable doubt. Accordingly, in all cases the University reserves the right to instigate a misconduct investigation notwithstanding a police or CPS decision not to proceed with charges because of higher thresholds of evidence and proof.
- 2.3 In all cases involving police student officers, the Director of Student Support & Engagement [DSSE] will liaise with West Yorkshire Police Apprenticeship and PEQF Lead to discuss and determine the significance of allegations (see 3.2.1 below). The University reserves the right to pursue investigations as set out in these procedures but will pause procedures if a police internal investigation is required. The West Yorkshire Police will report the outcome of its investigation to the University which will then determine whether to resume action, having due regard to double jeopardy for the individual, avoidance of duplicate procedures alongside the University's obligation to maintain standards and protect students, staff and property as appropriate
- 2.4 Allegations of sexual misconduct which may constitute a criminal offence are the subject of the separate Sexual Misconduct Policy.
- 2.5 The Code is applicable to allegations of student misconduct made by another student or a member of staff. Allegations made by a third party on behalf of a student or member of staff cannot be pursued under this code. Any student making false or vexatious allegations may be subject to the Code.
- 2.6 The definition of misconduct as applicable to this Code is improper interference with the proper functioning of Leeds Trinity, or those who work and study at Leeds Trinity, or action which damages Leeds Trinity or its reputation. There is a separate code for cases of Academic or Professional Misconduct which applies to matters such as plagiarism, cheating or unprofessional behaviour in relation to placements.
- 2.7 Action taken under this Code takes precedence over any action taken under all other Leeds Trinity codes and regulations including those of the Leeds Trinity Students' Union. Students who raise concerns in good faith in accordance with the Whistleblowing Policy shall not be subject to disciplinary procedures.
- 2.8 Leeds Trinity's jurisdiction under this Code is not limited to its own premises. The Code includes misconduct occurring in any place to which a student is guaranteed access by

virtue of his/her status as a student. This would therefore include placements, research and field trips. Moreover, the University's jurisdiction extends to relevant matters and actions online, in social media or other platforms, with particular regard to allegations of cyber-bullying.

- 2.9 The Vice-Chancellor shall be responsible for determining any issues of interpretation and for providing any clarification of this Code, with particular regard to issues which might fall under the Code of Practice on Freedom of Expression. His/her decision shall be final.

3. Student Discipline Procedures

3.1 Structure and Responsibilities

- 3.1.1 The **Governors** have ultimate responsibility for all matters of student discipline. The **Vice-Chancellor** shall act on behalf of the Governors within the **Formal Procedure** as below (section 3.3.1). The Student Conduct Panel (SCP), chaired by a senior member of staff nominated by the Vice-Chancellor or Chief Operating Officer, will be the primary vehicle for the consideration of individual student cases.
- 3.1.2 The Vice-Chancellor may delegate powers under this Code to the **Director of Student Support & Engagement** (DSSE) (or nominee) or the **Accommodation Officer** (AO) (or nominee) who operate under the **Minor Procedure** as below (section 3.2.1).

3.2 **Minor Allegations / Offences**

Minor Procedures

- 3.2.1. Misconduct in a teaching session is actionable under this code but should be addressed directly and immediately by the member of staff involved. Where such misconduct involves a police student officer, the West Yorkshire Police expect the University to take direct action without formal referral for jurisdiction.
- 3.2.2 For matters which relate to noise levels or smoking in Leeds Trinity residences, as set out in the residential contract, the AO (or nominee) shall issue warnings in accordance with the guidelines issued to students on smoking or acceptable noise levels. Following receipt of two warnings, a student committing a third offence will be referred by the AO to the SCP with a recommendation that they be asked to leave Leeds Trinity accommodation.
- 3.2.3 For all other matters except in 3.2.1 and 3.2.2. above, the DSSE (or alternate senior member of staff) will require a written statement of the allegation from the informant with any evidence or corroboration available and will provide written information to those who are the subject of the allegation, outlining its nature.
- 3.2.4 The DSSE (or alternate) will instigate an investigation of the allegation, including an interview with the student(s) against whom the allegation is made, securing further evidence where possible. This process should normally be undertaken within two weeks. The DSSE (or alternate) should have due regard to objectivity in gathering, testing and presenting evidence and testimony.
- 3.2.5 Following investigation, the DSSE (or alternate) will decide upon one or more of the following courses of action:
- a) dismissal of the case;
 - b) oral reprimand/warning;

- c) written reprimand/warning, a copy to lie on the student's file for one calendar year;
- d) requirement to communicate a written apology that is approved by the DSSE (or alternate);
- e) financial restitution of any damage caused;
- f) imposition of a specified number of hours of community service;
- g) recommendation to licensee for exclusion from Leeds Trinity licensed premises;
- h) referral of case to the Student Conduct Panel.

3.2.6 The student has the right to appeal to the Chief Operating Officer who will confirm, vary or set aside the findings and/or the penalty. In order to appeal, the student must submit a written appeal to the office of the Chief Operating Officer within 10 working days of the penalty being imposed.

3.3 Major Allegations / Offences

Major Procedure

3.3.1 The Major Procedure is invoked when the initial investigation leads the DSSE (or alternate) to refer a student to the Student Conduct Panel in cases of:

- a) persistent misconduct
- b) failure of action taken under section 3.2.1 or 3.2.2
- c) inadequate penalties under 3.2.1 or 3.2.2
- d) serious allegations/offences

3.3.2 The office of the Chief Operating Officer will notify any student referred to the SCP in writing a minimum of 7 days before the meeting of:

- a) the case against him/her;
- b) the date and location of the Panel meeting;
- c) the procedures of the Panel;
- d) the membership of the Panel;
- e) their right to be accompanied only by a fellow student or Student Union officer as supporter. The supporter may advise the student, if necessary, away from the Panel, but may not speak on behalf of the student.

3.3.3 The office of the Chief Operating Officer (located in the Executive suite) will provide the student with a copy of, or access to, all evidence acquired.

3.3.4 Where a student is referred to the SCP the student may request, in writing, for the matter to be dealt with by the Chairperson of the Panel through executive action to expedite proceedings. The Chairperson of the Panel has the right to decide that a SCP hearing is required and may refuse this request. The powers available to the Chairperson of the Panel remain the same as in section 3.2.5 (a-h). The student must be advised that s/he does not have the right of appeal against a decision made through executive action.

3.3.5 Any written submission to the SCP from the student must be submitted to the office of the Chief Operating Officer at least three working days before the meeting.

3.3.6 The Chief Operating Officer shall appoint a senior member of staff as Chairperson of the SCP who will be responsible for conducting the meeting. The panel shall include two additional senior members of staff. A senior member of

the Students Union shall have right of attendance at all stages of the Panel.

- 3.3.7 The SCP will require the attendance of the student. Where appropriate, the DSSE (or alternate), the AO (or nominee) and/or witnesses may be required to attend. However, a penalty may be imposed in the absence of the student if the SCP is convinced that all reasonable steps have been made to advise the student of the date, time and place of the SCP and no satisfactory explanation of absence has been provided.
- 3.3.8 At the conclusion of the meeting the SCP will reach a decision based on the evidence available. Decisions must be fair, reasonable, proportionate while based on a balance of probabilities. Other than for cases under 3.3.1 (a), the decision as to guilt or responsibility shall be made without reference to previous offences; the Panel shall only take into account previous offences in determining any penalty. The SCP will make their decision known to the student in writing within 3 working days.
- 3.3.9 Subject to due consideration, misconduct may result in any of the following actions through the SCP or executive action on behalf of the panel:
- a) any action listed in section 3.2.1.4 or variant thereof
 - b) imposition of a fine not exceeding £1,000
 - c) suspension (temporary prohibition on attendance)
 - d) exclusion (partial or selective prohibition on access to Leeds Trinity facilities, including termination of a student's Residential Accommodation Agreement contract)
 - e) expulsion
- 3.3.10 The SCP retains the right to vary sanctions at its discretion for each case throughout the academic year. Student disciplinary hearings are not designed to set a precedent and the outcome of each incident will be dealt with on the findings of that particular case. Decisions of an SCP are not binding on another even where the circumstances are similar.
- 3.3.11 The student shall have the right of appeal to the Vice-Chancellor against any SCP decision under section 3.3.9 (a-d) and to the Governors' Disciplinary Committee against any SCP decision under section 3.3.9 (e). See Section 4 below.

3.4 Immediate/Emergency Action

- 3.4.9 Where a student is subject to a criminal charge or to a police investigation or where a student's behaviour is considered likely to cause injury to students, staff or property, the Chief Operating Officer or alternate such as the University Secretary, may suspend or exclude the student or limit their interaction with the Leeds Trinity community pending the SCP hearing. Such action will be invoked, and reported to the Vice-Chancellor, with immediate effect in which case an SCP hearing will be held within two weeks of suspension/exclusion. All such cases of suspension or exclusion will be subject to review at four weekly intervals.
- 3.4.10 In such circumstances every effort will be made to minimize the effect of suspension or exclusion under section 3.3.9 on the student's capacity to engage in a learning experience and their access to student services. Such suspension or exclusion should not be construed as a penalty. It is a mechanism to secure the protection of members of the Leeds Trinity community. See Section 7.5 below.

- 3.4.11 Where this action under section 3.4.1 is invoked, the student has the right of appeal to the Vice-Chancellor. See Section 4 below.
- 3.4.12 Any period of suspension/exclusion may be effective until the outcome of any criminal proceedings or investigations at which point a decision will be made about any further disciplinary action under this Code. Where such action is required, the procedures set out in section 3.3.1 apply.

4 Appeals against a decision of the Student Disciplinary Panel (SDP) regarding discipline/conduct cases

4.1 Appeal to the Vice-Chancellor

- 4.1.1 If a student wishes to appeal against an SCP decision under section 3.3.9 (a-d) s/he must submit that appeal in writing to the office of the Vice-Chancellor within 10 working days of the SCP issuing a decision. The appeal must set out in writing the grounds for the appeal. An appeal will only be admitted on grounds relating to the conduct of the disciplinary process and its effect on the disciplinary decision or on the grounds of evidence which has emerged subsequent to the SCP decision.
- 4.1.2 The Vice-Chancellor will consider the appeal together with the report from the SCP and will confirm, vary or set aside the findings and/or the penalty and will inform the student and the Chairperson of the SCP of the outcome within 10 working days of receipt of the appeal.
- 4.1.3 The decision of the Vice-Chancellor is final and will complete the University's procedures. See Sections 5 and 6 below.

4.2 Appeal to the Governors' Disciplinary Committee (GDC)

- 4.2.1 If a student wishes to appeal against an SCP decision under section 3.3.9 (e) s/he must submit that appeal in writing to the office of the Chief Operating Officer (who will forward it to the external Clerk to the Governors) within 10 working days of the SCP issuing a decision. The appeal must set out in writing the grounds for the appeal. An appeal will only be admitted on grounds relating to the conduct of the disciplinary process and its effect on the disciplinary decision or on the grounds of evidence which has emerged subsequent to the SCP decision.
- 4.2.2 The Chairperson of the GDC will consider whether or not the written submission constitutes grounds for appeal. If s/he considers that there are grounds for appeal, s/he will call a meeting to hear the appeal. If the Chairperson decides that a case has not been made, the Clerk to the Governors will write to the student to communicate that there are no grounds for an appeal.
- 4.2.3 The GDC shall normally be constituted to hear the appeal within four weeks of receipt of the appeal being submitted. The GDC shall have the following membership:
- Three external Governors
 - The Clerk to the Governors (or his/her nominee) will be in attendance
- 4.2.4 The student must attend the meeting if required, in which case the Clerk to the Governors will provide the appellant with at least eight working days' notice of the meeting, remind them of their right to be accompanied by a fellow student

and confirm the evidence being considered.

- 4.2.5 The appellant shall be invited to submit any further evidence in writing to the GDC. Any new evidence must be accompanied by a written statement as to why this evidence was not available to SCP. All information should be submitted directly to the Clerk to the Governors at least five working days before the meeting.
- 4.2.6 The GDC shall have full access to all documentation relating to the case but will make no further enquiry into matters of fact relating to the allegation and the existing evidence. It will hear the appeal as follows:
- a) The Chairperson of the SCP will present the report of the SCP which will include a summary of process, evidence and conclusions with all papers associated with the case;
 - b) The appellant will have the opportunity to address the GDC in support of the grounds for appeal; and
 - c) Members of the GDC will then have the opportunity to ask questions of the Chairperson of the SCP and the appellant.
- 4.2.7 The GDC may consider and determine the appeal in the absence of the appellant if it is satisfied that the time, date and location of the hearing have been notified in writing to the appellant and that the appellant has not notified the Clerk that s/he will not be able to attend. The GDC may exercise its discretion to adjourn the meeting at any time.
- 4.2.8 The GDC will consider whether to endorse the decision of the SCP or to uphold the appeal or substitute such other decision of its own as it thinks fit. This may involve increasing or reducing a penalty imposed by the SCP. The GDC decision is final and will be communicated to the appellant and the Chair of the SCP, in writing, within 7 working days of its having been made.
- 4.2.9 Any decision whether by the SCP or the GDC that results in suspension or expulsion shall be reported to the next meeting of the Board of Governors.

5 Case Closure

If an appeal is submitted by the deadline in 4.1.1 or 4.2.1 above, Leeds Trinity will issue a "Completion of Procedures" letter at the same time as it informs the student of the outcome of the appeal.

6 Independent External Review

- 6.1 If, on completion of Leeds Trinity procedures detailed above, a student wishes to seek an independent external review, then they should apply to the **Office of the Independent Adjudicator** (OIA) within twelve months of the date of the "Completion of Procedures" letter.
- 6.2 The "Completion of Procedures" letter will contain information on the services provided by the OIA and how to submit an application.

7 Policy on Referral to Police

- 7.1 Anyone may report a matter to the police and no-one may prevent this.
- 7.2 Where an offence is committed against Leeds Trinity, the matter shall normally be reported to the police, whether or not any culprit has been identified. All allegations of

illegal drug use are routinely reported to the police regardless of any referral to the SCP. (Please refer to Students, Drugs and Substance Abuse Policy).

- 7.3 Leeds Trinity will offer support and advice to anyone wishing to report to the Police matters of criminal conduct. Leeds Trinity will encourage students to report serious personal matters to the police and the University will not attempt to investigate matters on its own authority which should properly be investigated by the police. The University has separate specialist policy guidance on its handling of sexual misconduct which might constitute a criminal offence.
- 7.4 Where the victim of an alleged crime does not wish the matter to be reported to the police, but the matter has come to Leeds Trinity's attention, the Vice-Chancellor (or nominee) shall be informed and the final decision to inform the police on behalf of Leeds Trinity will rest with him/her. Only in exceptional circumstances and after careful consideration will Leeds Trinity report a matter to the police against the wishes of the victim, although in certain circumstances it is a legal requirement to report incidents to the police e.g. under the Acts of Parliament relating to the prevention of terrorism and the protection of children.
- 7.5 In a serious matter under police investigation or awaiting trial, the Chief Operating Officer may consider taking immediate action under the Student Conduct and Discipline Code, for example, suspending or excluding a student until the outcome of a police or court action is known or because of bail conditions.
- 7.6 Where the alleged offence under the criminal law is considered by the DSSE (or nominee) to be not serious, taking account of all the relevant circumstances, action under this Code would be deferred pending the outcome of any police investigation or prosecution.
- 7.7 Where a finding of misconduct is made, and the student has also been sentenced by a criminal or civil court in respect of the same facts, the court's penalty shall be taken into consideration in determining any penalty under this Code.

Glossary

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| <i>AO</i> | <i>Accommodation Officer</i> |
| <i>COO</i> | <i>Chief Operating Officer</i> |
| <i>CPS</i> | <i>Crown Prosecution Service</i> |
| <i>DSSE</i> | <i>Director of Student Support & Engagement</i> |
| <i>FOS</i> | <i>Financial Ombudsman Service</i> |
| <i>GDC</i> | <i>Governors' Disciplinary Committee</i> |
| <i>LTU</i> | <i>Leeds Trinity University</i> |
| <i>OIA</i> | <i>Office of the Independent Adjudicator</i> |
| <i>SCP</i> | <i>Student Conduct Panel</i> |
| <i>WYP</i> | <i>West Yorkshire Police</i> |

Annex A

The following list exemplifies student misconduct but is not exhaustive. Categorisation of offences as 'major' or 'minor' is dependent upon several factors: the context of the offence, the nature and sincerity of any admission and/or expression of regret by the offender and the offender's record regarding similar previous offences.

In all matters, online misconduct is subject to the provisions of this code and annex.

- a) disruption of the academic, administrative, sporting, recreational, social or other activities of Leeds Trinity, including inappropriate or inattentive behaviour in learning groups as determined by the staff present, or anti-social behaviour on campus;
- b) obstruction of the functions, duties or activities of any student or staff member or other employee of Leeds Trinity or any authorised visitor to Leeds Trinity;
- c) behaviour which restricts the legitimate freedom of speech, ideas, actions or inquiry of any other student or staff member;
- d) behaviour which breaches Leeds Trinity regulations on health and safety, on smoking or on eating and drinking on Leeds Trinity premises;
- e) behaviour which brings Leeds Trinity into disrepute – with particular regard to (a) social media and other platforms and (b) antisocial behaviour in and around student houses (or equivalent) in Leeds;
- f) violent, indecent, disorderly, threatening or offensive behaviour or language whilst on Leeds Trinity premises or engaged in any Leeds Trinity activity;
- g) malicious damage to Leeds Trinity property which includes halls of residence, sports facilities, library and learning resources, Students' Union property or the property of any other student, staff member or authorised visitor;
- h) conduct, including the possession of or use of drugs, which constitutes a criminal offence, where that conduct:
 - took place on Leeds Trinity property;
 - affected or concerned other members of the Leeds Trinity community, individuals or groups in related organisations or partner institutions;
 - damages the good name of Leeds Trinity;
 - is an offence of dishonesty, where the student holds an office of responsibility at Leeds Trinity;
 - poses a danger to other members, or to the good order of the Leeds Trinity community;
- i) breaches of Leeds Trinity's Equal Opportunities Policy, including discrimination against and/or harassment of any student or member of staff of, or any visitor to, Leeds Trinity and any acts liable to render the University in breach of the Equality Act 2010;
- j) action likely to cause injury or impair safety on Leeds Trinity premises or property;
- k) behaviour which would be likely to cause fear, distress or offence to others;
- l) breach of other Leeds Trinity regulations where further action under this Code is deemed to be necessary;

- m) fraud, deceit, deception, dishonesty or piracy, that is the deliberate infringement of statutory protections of copyright and licences, in relation to the property of Leeds Trinity or its staff or other students or placement organisations used by Leeds Trinity or in connection with the holding of any office at Leeds Trinity;
- n) failure to disclose the name and other relevant details to an officer or employee of Leeds Trinity in circumstances when it is reasonable to require that such information be given;
- o) failure to comply with a previously imposed penalty under this Code or other Leeds Trinity regulation;
- p) behaviour which is counter to the legal aspects of professional codes of practice in programmes which require professional validation e.g. teacher education;
- q) possession of offensive weapons on Leeds Trinity property (items which could be described as such used in recreational activities, for example martial arts equipment, or as course equipment, must be declared to the Director of Student and Academic Services and used only under qualified supervision);
- r) behaviour which breaches any health and safety restrictions which have been put in place to control the spread of coronavirus and other infectious diseases.

Student Social Media Policy

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| Revision number: | 1 |
| Applicable from: | 13/09/2023 |
| Approved by: | Academic Board |
| Date of approval: | 12/09/2023 |
| Date of next review: | 2024/25 |
| Scope of policy (audience): | All registered LTU students, including Partnership students and Apprentices |
| Policyholder: | Hannah Sinyard and James Pegg [interim] |
| Contact: | StudentConduct@leedstrinity.ac.uk |

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1. Introduction

- 1.1. Leeds Trinity University (“the University”) recognises the numerous benefits and opportunities that social media presents but encourages a cautious and considered approach to its usage. There is an inherent risk involved in using social media in that it is an instantaneous, far-reaching and potentially long-lasting form of communication and its inappropriate use can impact not only the sender but also the University’s reputation and other students and staff.

2. Definitions

- 2.1. This policy adopts the following definitions:
 - 2.1.1. “T/the University” = Leeds Trinity University
 - 2.1.2. “T/he SU” or “LTSU” = Leeds Trinity Students’ Union
 - 2.1.3. “VLE” = Virtual Learning Environment
 - 2.1.4. “GDPR” = General Data Protection Regulation (UK)

3. Scope

- 3.1. This policy applies to all Leeds Trinity University registered students, including Partnership students and Apprentices. It is binding on all such students. Breaches of this policy may result in disciplinary action being taken under the Student Conduct and Discipline Policy.
- 3.2. It extends to students’ use of social media in a personal capacity where this impacts the University, its students, staff or the wider community.
- 3.3. Students who are involved in Leeds Trinity Students’ Union (“the SU”), clubs, sports, societies, or any other aspect of the SU should refer to LTSU’s own social media policy.
- 3.4. This policy does not cover social media usage by university staff, which is covered in a separate policy.
- 3.5. For the purpose of this policy, social media is defined as any online interactive tool which permits or allows participation, interaction and exchanges. This includes existing platforms and any new applications that emerge as well as blogs, discussion forums, instant messaging services, and websites. Social media channels covered by this policy include, but are not limited to:
 - 3.5.1. Instagram
 - 3.5.2. Facebook and/or Facebook Messenger
 - 3.5.3. LinkedIn
 - 3.5.4. Twitter (also known as X)
 - 3.5.5. TikTok
 - 3.5.6. Discord
 - 3.5.7. Twitch
 - 3.5.8. Reddit
 - 3.5.9. YouTube
 - 3.5.10. Snapchat
 - 3.5.11. Pinterest
 - 3.5.12. Vimeo
 - 3.5.13. WhatsApp
- 3.6. This policy also extends to the use of the chat function (including channel posts and breakout rooms) in all conferencing software, such as Microsoft Teams or Zoom, as well as to forum posts in the University’s VLE, whether these are used in a scheduled teaching and learning session or for communication between students

when collaborating at other times.

- 3.7. This policy applies to social media used from any on-campus or off-site global location, including on personal devices. While posts added to public forums can be seen by any member of the public from the date of publication, students are asked to remember that posts added to private forums (including private messages between two parties) can also be shared publicly by others.

4. Freedom of Speech and Academic Freedom

- 4.1. Leeds Trinity University recognises and endorses freedom of speech and expression within the law. This policy should be read alongside the University's [Freedom of Speech and Expression Code of Practice](#), which is applicable to communications on social media.

5. Social Media in our Personal Lives

- 5.1. The University acknowledges that students may use social media in their private lives and for personal communications.
- 5.1.1. In all cases where a private social media account is used which identifies the University, it must be made clear that the account-holder is a student at the University to avoid giving the impression that views expressed on or through that social media account are made on behalf of the University.
 - 5.1.2. In all cases where a personal communication references a member of the University community, the student must be aware that the University will treat actions that, for example, threaten, harass or bully either that member of the community or any other as being a breach of this policy.
- 5.2. Students should be aware of their association with, and their responsibilities to, the University, and ensure that their profiles and related content are consistent with:
- 5.2.1. The University's policies, including (but not limited to) the Acceptable Use Policy and the Student Conduct and Discipline Policy (see Section 14.1);
 - 5.2.2. How they would wish to present themselves, including to potential future employers. Students should bear in mind that as part of standard pre-employment checks their future employers may search and review their social media activity several years after it was first posted, and that it might still be visible to some users on the internet even if the student thinks they have since deleted it.
- 5.3. Students must also be aware of the potential impact and permanence of anything which they post online and should avoid posting anything online that:
- 5.3.1. They would not wish to be in the public domain, and/or
 - 5.3.2. They would not be willing to say in person directly to another individual.
- 5.4. Students should also be aware that any digital material that they post online could reach a wider audience than they may expect or intend. Once digital content has been created and shared, students may have limited control over its permanence and audience (see Section 5.2.2 above). The University may treat it as foreseeable that information posted by a student on any social media platform will be disseminated to the world at large, and therefore it will not be open to a student to claim as a defence to any disciplinary action that they did not anticipate that

content that otherwise breaches this policy would be revealed to third parties other than the intended recipient.

6. Expected Standards of Behaviour

- 6.1. Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behaviour set out in this policy and any related policies (see Section 14.1). They shall also, to the extent permitted by law, be deemed responsible for the actions of others (both within and outside the University community) who share content that they have posted.
- 6.2. Communications on social media must be respectful at all times and be in accordance with this policy. Use of social media must not infringe upon the rights or privacy of other students or staff, and students must not make ill-considered comments or judgments about other students, staff or third parties.
- 6.3. Students must take particular care when communications through social media can identify them as a student at Leeds Trinity University or its partner institutions to members of staff, other students, or third parties. Students should consider their online safety and thus should protect their personal information (including, but not limited to, their home address, telephone number and date of birth). Students should take care not to get addicted to social media activity.
- 6.4. The following **non-exhaustive** list is considered to be of an unacceptable nature and should never be sent via any method of social media:
 - 6.4.1. Confidential and/or commercially sensitive information (which may include research not yet in the public domain, information about fellow students or staff, personnel matters, non-public or not yet approved documents or information).
 - 6.4.2. Details of complaints and/or legal proceedings or potential legal proceedings involving the University.
 - 6.4.3. Personal information about another individual, including contact information, without their express permission.
 - 6.4.4. Information in breach of another person or entity's copyright or other intellectual property rights (see Section 8 below).
 - 6.4.5. The encouragement of illicit drug-related activity or the depiction or encouragement of unacceptable, violent, illegal or dangerous activities (e.g., academic dishonesty, assault, fighting, vandalism, disorderly or drunken behaviour, or drug use).
 - 6.4.6. Comments posted using fake or spoof accounts or using another person's name without their consent.
 - 6.4.7. Any material (including images) that is or is intended to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity, or amounts to a misuse of private information or breach of confidence.
 - 6.4.8. Any other posting that constitutes a criminal offence (including under Section 127 of the Communications Act 2003 and Section 33 of the Criminal Justice and Courts Act 2015) or is a breach of equalities legislation (derogatory or offensive comments relating to sex, gender reassignment, race, religion, disability, sexual orientation or age).
 - 6.4.9. Anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, former students, staff, former staff, and those connected with the University in other capacities.
- 6.5. The University has well-established ways for students to raise any dissatisfaction or concerns that they may have such as the Student Complaints Policy. Concerns must be raised through such procedures and not on social media.

7. Cyberbullying via Social Media Sites

- 7.1. The University will not accept any form of bullying or harassment by students of members of university staff, students or other members of the University community.
- 7.2. The following **non-exhaustive** list of examples illustrate the types of behaviour displayed through social media communications which the University considers to be forms of cyberbullying:
 - 7.2.1. Maliciously spreading rumours, lies or gossip.
 - 7.2.2. Intimidating or aggressive behaviour.
 - 7.2.3. Offensive or threatening comments or content.
 - 7.2.4. Posting private images of an individual without consent (including, but not limited to, sexual images of an individual).
 - 7.2.5. Sharing unwanted images (including, but not limited to, sexual images).
 - 7.2.6. Posting comments/photos etc. deliberately mocking an individual with the intent to harass or humiliate them.
 - 7.2.7. Sending messages or posting comments with the intent to trick, force or pressure the receiver into doing something that they would not otherwise be comfortable doing (grooming).
- 7.3. Should a student feel they are being sexually harassed (whether as outlined in the list above or via any other means), they should consult Leeds Trinity University's [Sexual Misconduct Policy](#) for guidance on the procedure to be followed.
- 7.4. The University will also not accept cyberbullying that takes place via other means of electronic communication such as email, text or instant messaging.
- 7.5. Any student who is experiencing cyberbullying by another student or a member of university staff will have the full support of the University.

8. Intellectual Property

- 8.1. All students must ensure that they have permission to share any third-party materials, including any copyright work and all images, photographs, videos, texts, trademarks, service marks or logos (whether, in each case, registered or not) before uploading or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately. In particular, students should not share University trademarks or logos or other materials (whether subject to copyright or not), including, but not limited to, lecture handouts, slides, and examination papers by social media unless they have express permission from the University to do so.
- 8.2. All students must check the terms and conditions of a social media account and/or website before uploading such material. By posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, you must exercise caution in sharing all information.
- 8.3. The University is not responsible for any content posted by its students unless authorised by the University.

9. Roles and Responsibilities

- 9.1. All students are responsible for:
 - 9.1.1. Ensuring that any use of social media is carried out in line with this and other relevant policies (see Section 14.1 below).
 - 9.1.2. Ensuring that any use of social media adheres to any professional

standards and guidelines, and is in line with the professionalism and confidentiality rules of their area of the University and corresponding professional governing bodies, including (as relevant): the [Association of Chartered and Certified Accountants](#); the [Bar Standards Board](#) and the Bar Council; the [British Association of Sport and Exercise Sciences](#); the [British Computer Society](#); the [British Psychological Society](#); the [Chartered Institute of Management Accountants](#); the [Chartered Institute of Marketing](#); the [College of Policing](#); the Early Childhood Studies Degree Network; the [Health Care and Professions Council](#); the [Institute of Paralegals](#); the [Law Society](#); the [Legal Services Board](#); the National Education Union; the [Nursing and Midwifery Council](#); the [Society for Sports Therapists](#); and the Solicitors' Regulation Authority.

10. Monitoring

- 10.1. The University reserves the right to monitor, intercept and review within the law, without further notice, student activities using its IT resources and communication systems, including, but not limited to, postings on the social media platforms listed in Section 3.5 points 3.5.1 to 3.5.13, to ensure that its rules are being complied with and such activities are for legitimate purposes.

11. General Data Protection Regulation (UK), the Data Protection Act 2018 and the Freedom of Information Act 2000

- 11.1. GDPR and the [Data Protection Act 2018](#) apply to social media as they do in other contexts. Students must ensure that all posts comply with these legal requirements. A student who posts personal information of a third party on social media may be a data controller.
- 11.2. No personal information, including photographs and videos, should be shared on social media without the consent of the individual to whom it relates. Students should never, therefore, post other students' and/or staff's and/or a third party's personal information without their prior consent. Personal information is defined broadly as "any information relating to an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."
- 11.3. The [Freedom of Information Act 2000](#) may apply to posts and content that students upload to official University websites, or any other website belonging to a public authority. As such, if a request for such information is received by the University (or other public authority), the content that the student has posted may be disclosed.

12. Incidents and Response

- 12.1. Where a breach of this policy is reported or otherwise comes to the attention of the University, the University will review the circumstances and decide on the most appropriate and proportionate course of action. This may include referring the matter to be dealt with under the Student Conduct and Discipline Code (see Section 5.4 above) which may result in disciplinary action up to, and including, exclusion/termination of registration. The University may also remove or request the removal of items deemed by the University to be in breach of this policy from a

University-approved social media account.

12.2. Disciplinary action may be taken regardless of when the breach is committed and regardless of whether any University equipment or facilities are used in committing the breach.

12.3. Where conduct may be a criminal offence, the University may, in addition to its other rights, report the matter to the police. Beyond that, any member of staff, student or third party may pursue legal action against the individual in question if they choose to do so.

13. Reporting

13.1. Where students are in receipt of any content considered to be in breach of this policy, this should be reported to the University via the Report Concerns tool on the myLTU app. Any complaints received under this policy will be reported, on an anonymised basis where appropriate, to the relevant body within the University for regulation.

14. Procedure

14.1. The policy is affected by appropriate procedures and guidance which are reviewed and signed off by the relevant policyholder annually, for example:

14.1.1. The [Student Conduct and Discipline Code](#)

14.1.2. The [Acceptable Use Policy](#)

14.1.3. The [Prevent Policy](#)

14.1.4. Public [Safeguarding](#) information

14.1.5. The [Protection of Dignity at Work and Study Policy](#)