

**Guidelines for Usage of Social Media**  
**at SZABIST University**  
**For Students, Faculty and Staff**

SZABIST University aims to protect the safety and security for all its stakeholders including students, faculty, management, staff, and alumni, on premises and online. Students, alumni, management, faculty and staff are encouraged to be legally responsible and ethically mindful while using social media, including but not limited to Facebook, Instagram, Snap Chat, TikTok, WhatsApp, Botim, LinkedIn, X (formerly known as Twitter), Threads, YouTube or any other such social networking app; and public domain blogs or discussion or information boards.

SZABIST University, aims to ensure upholding of the Constitution and Laws of Pakistan, the Charter of the University; protecting reputation of the University; safeguarding the privacy, physical and mental well-being of its community/ stakeholders; and, maintaining the employability of its students and alumni.

It is, therefore, that SZABIST University may seek removal of any derogatory, abusive, discriminatory, threatening, harassing, offensive, unlawful or defamatory content, whether posted by any person or organization.

In case of a student or an employee (staff or faculty) breaching the above, they may be subject to appropriate disciplinary action, which may be followed by penalty including but not limited to imposing fine, termination/ suspension of service to SZABIST University for a specific time or permanently, and suspension or appropriate legal action, if necessary.

As social media usage is increasing, please be mindful that your digital footprint is monitored by prospective employers, students, faculty, and any member of the SZABIST University community. For your safety,

- Do not post, share, forward, comment, or engage on content that may be termed as derogatory, abusive, discriminatory, threatening, harassing, offensive, unlawful or defamatory to SZABIST University or any of its members, current or former.
- Likewise, no abusive, threatening or derogatory comment is to be made against any sect, ethnicity, or other religions.
- Do not share confidential information regarding yourself including account details, passwords, PINs, address to any person.
- Maintain a respectful tone of communication even if you may not agree with someone online. Your choice of words showcase your background, whether in person or online.
- Do not share, nor ask another person to share personal content including pictures or voice notes, which you would never want in the public domain, or to be accessed by your parents, recruiters, employers, or colleagues.
- Double check privacy settings, and activate two-factor authorization for own safety.
- Do not engage online with people you do not know.
- Do not use the logo of SZABIST University without proper approval through your Program Manager (if you are a student or alumni) or Marketing Department (if you are a faculty or staff member).
- Do not use social media during class, if not relevant to the course being taught.

- In case you are accessing any social media from public systems (computer labs, classrooms, library etc), you should sign out from the accounts when leaving the terminal.
- All academic matters are dealt through your Program Manager or Head of Department, so please discuss your issues with the relevant office, officially. Do not post or comment regarding any course, faculty or student online, that may be slander or gossip.
- In case you are the person being bullied, or at the receiving end of online harassment, reach out to the Student Affairs Advisor/ Program Manager/ Head of department immediately.