**Department of History & Classical Studies**

**Social Media Guidelines**

(Approved at a Departmental meeting, 14 February 2019)

1. The goal of the Department’s social media (such as Facebook) is to promote the Department, including the research and successes of its students, staff, faculty and alumni and to provide information on upcoming events, campus news and items of interest to the disciplines of History and Classical Studies.
2. The Department’s social media will normally be administered and moderated by at least two faculty members appointed by the Chair. They may appoint delegates (such as representatives of student organizations) with posting rights.
3. The Department fosters freedom of expression and healthy debate while valuing courtesy, collegiality and respectful dialogue.
4. The Department is not responsible for comments or wall postings made by visitors to the page.
5. The moderators reserve the right to screen and remove comments deemed offensive, abusive, defamatory or derogatory. Bullying of any kind and degrading comments about subjects such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.
6. The moderators reserve the right to remove promotions, self-promotions, spam and anything deemed irrelevant to the goals of the Department.
7. Everyone's privacy should be respected; confidential information about the Department, students, colleagues and alumni must not be posted and will be deleted by the moderators. Photographs of identifiable individuals should not be posted without their permission.
8. For further guidance, please consult the social media guidelines of McGill University’s Media Relations Office: <https://www.mcgill.ca/newsroom/socialmedia/guidelines>