



Building Academic Geriatric Nursing Capacity Alumni Association LinkedIn Policies and Procedures

Purpose

The purpose of the Building Academic Geriatric Nursing Capacity (BAGNC) Alumni Association social networking site is to 1) provide a format for professional networking and communication, 2) build collaborative relationships, 3) remain connected with other BAGNC Alumni & Associate members regionally and nationally, and 4) facilitate establishing and increasing participation and membership in the BAGNC Alumni Association. This Policy explains our online information practices, which shall be reviewed at least once per year by the Communications Sub-Committee of the BAGNC Alumni Association.

Definitions:

Owner: BAGNC Coordinating Center is designated as owner to this website. The coordinating office has access to changing content on the group pages and ability to change the status of members. This status can only be changed by the BAGNC coordinating office.

Managers: Individuals with access to monitoring discussions. Managers have authority to delete inappropriate content. Names of managers will be posted on the LinkedIn website.

Moderators: Individuals with access to monitoring discussions. Moderators have authority to delete inappropriate content.

Members: All individuals who have been granted access to the networking group. Members have the ability to email other members of the group, participate in discussions, and join the nursing research society subgroups.

Moderation Queue: Members can flag comments as inappropriate and these will be noted in the moderation queue.

Role of Manager (Can have up to 10 Managers)

1. You will sign an agreement to serve form and your term will last one year. As manager you will have the following responsibilities:
 - a. Consult with the moderator as needed;

- b. After consultation with moderators, send warnings or notifications to members posting inappropriate content according to the criteria below;
- c. Consult with the Alumni Board Chair when unable to achieve consensus with moderator.

Role of Moderators (Can have up to 50 moderators at once)

1. You will sign an agreement to serve form and your term will last six months. As manager you will have the following responsibilities:
 - a. Monitor the site weekly;
 - b. Flag inappropriate content based on criteria below;
 - c. Consult with the assigned Manager for the month to decide upon the appropriate action;
 - d. Delete posts;
 - e. Clear flags;
 - f. Block member access to site when appropriate;
 - g. Block & delete contributions when appropriate.

Rules for removing content from website

Content will be removed from the website using BAGNC central office email address if determined inappropriate according to one or more of the following:

1. Is defamatory, malicious, threatening, false, misleading, offensive, abusive, a breach of confidentiality or someone's privacy, or cause someone alarm, anxiety or distress;
2. Is technically harmful (including, without limitation, computer viruses, logic bombs, Trojan horses, worms, harmful components, corrupted data or other malicious software, harmful data or conduct);
3. Offers or promotes any product or services;
4. Impersonates anyone else or otherwise misrepresents their identity, affiliation, or status.

Posting links

You may include links on the Site to any third party websites or webpages only if:

1. The content of or linking to such websites or webpages does not breach any of the prohibitions described in items 1, 2, 3, or 4 in the section "Rules for removing content from website";

2. There is no prohibition by the third party website or webpages.

Process for removing content:

The Moderator will monitor the BAGNC Alumni Association LinkedIn site for inappropriate content at least once per week:

1. If content is judged inappropriate according to the above criteria, the BAGNC Coordinating Center will be notified, content will be blocked from viewing, and then reviewed by the moderator and manager serving in that capacity:
 - a. If it is agreed that the content is inappropriate, the manager will remove content;
 - b. The member will receive a notification from the BAGNC Coordinating Center stating that he or she posted inappropriate material and the rationale behind the decision. The notification will include a statement that if inappropriate posting continues, their access to the group will be blocked;
 - c. If a member of the group posts inappropriate material more than once, their access to the group will be blocked.
2. If agreed that the content is appropriate, the block will be removed.
3. Each subgroup will follow the same process and if a member posts inappropriate content in a subgroup, access to the main group will also be blocked.
4. The Alumni Chair will be consulted in the event the Monitor and Moderator are unable to agree on removing content or when clarification is needed.

Revisions to Policy

The policy will be reviewed on an annual basis in October in preparation for annual meeting.

Approved: November 20, 2010