

Student Code of Conduct

(Including Student Social Media Policy)



Applicable from:	January 2025
Approved by:	Learning, Teaching and Student Experience Committee
Date of approval:	
Date of next review:	July 2025
Previous review Dates:	September 2024
Scope of policy (audience):	All registered students at Leeds Trinity University. Includes all police student officers, apprentices, and students at partner institutions
Policyholder:	Director of Academic Quality and Standards
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Abbreviations and Definitions

Academic Misconduct - Academic Misconduct encompasses all kinds of academic dishonesty, whether deliberate or unintentional, which infringes the integrity of the University's assessment procedures. This Code of Conduct does not include Academic Misconduct. Examples include plagiarism, contract cheating, collusion, fabrication and cheating in exams.

AO - Accommodation Officer

COO – Chief Operating Officer

CPS – Crown Prosecution Service

GDPR – General Data Protection Regulation

LTSU – Leeds Trinity Student Union

LTU – Leeds Trinity University

Non-Academic Misconduct – Encompasses almost all misconduct that does not relate to assessment. This Code defines what the University considers non-academic misconduct. Examples include illegal drug use, malicious damage, failure to abide by smoking policies, bullying, harassment and health and safety violations.

OIA – Office of the Independent Adjudicator

PEQF – Policing Education Qualification Framework

PGR – Postgraduate Research

PSRB – Professional, Statutory or Regulatory Body

RAATC - Residential Accommodation Agreement and Terms and Conditions

'Reasonable' - Using sound judgement; fair, sensible, and appropriate.

SCP – Student Conduct Panel

'Student' – Any registered member of Leeds Trinity University to which this policy applies.

'The University' – Leeds Trinity University

VLE – Virtual Learning Environment

WYP – West Yorkshire Police

1. This Code and Related Policies and Procedures

- 1.1. This Code is one of three core documents which underpin how the University will respond to non-academic misconduct allegations where the alleged perpetrator is a student registered at LTU (including PGR students):
- a) **The Student Code of Conduct** – This Code. Defines behaviour which constitutes non-academic misconduct by a student from the perspective of the University.
 - b) **The Student Conduct Policy** – Provides the scope of student conduct procedures and the key principles that underpin how the University approaches student non-academic misconduct cases. Outlines the rights of all LTU students involved in LTU conduct procedures and the powers at the University's disposal to respond to misconduct and investigate allegations.
 - c) **The Student Conduct Procedure** – Contains detailed information on the procedures and processes that the University undertakes to investigate and address non-academic misconduct. The procedure is subject to the terms set out in The Student Conduct Policy.
- 1.2. The following also contain further examples of non-academic misconduct:
- [Policy on Smoking](#)
 - [Students, Drugs and Substance Abuse Policy](#)
 - [Protection of Dignity at Work and Study Policy](#)
 - [Equality, Diversity and Inclusion Policy](#)

2. Student Misconduct

- 2.1. Leeds Trinity University 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.
- 2.2. Students should comply with all aspects of the 'Protection of Dignity at Work and Study Policy', which outlines the University's aim to provide a working and learning environment which is free from harassment, including bullying and discrimination.
- 2.3. The following list exemplifies student misconduct at Leeds Trinity University, but is not exhaustive:
- a) disruption of the academic, administrative, sporting, recreational, social, or other activities of Leeds Trinity. This may include 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. This may include activity on social media and other online platforms or antisocial behaviour in and around student houses (or equivalent) both on or off campus.
- f) violent, indecent, disorderly, threatening, or offensive behaviour or language.
- g) malicious damage to Leeds Trinity property or partner facilities which includes halls of residences, sports facilities, library and learning resources, Students' Union property or the property of any other student, staff member or authorised visitor.
- h) conduct which constitutes a criminal offence, including the possession of, or use of illegal drugs, where the 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.
 - where the student holds an office of responsibility at Leeds Trinity.
 - poses a danger to others 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. Failure to inform the University of a change in right to study or a breach of visa conditions.
- 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 outcome 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 infectious diseases.

3. Accommodation

- 3.1. Students who live in Leeds Trinity University Residential Accommodation agree to the 'Residential Accommodation Agreement and Terms and Conditions' (RAATC) which forms part of an accommodation Agreement with the University, which is legally binding. This section details misconduct that is outlined under the Accommodation Terms and Conditions. Furthermore, actions students in accommodation are required to take, where failure to do so may be deemed misconduct, are also included. This section applies to all students who agree to the RAATC and live in a building where it applies.

Whether you're living in student accommodation or renting privately, students must behave responsibly and appropriately on campus and elsewhere in the wider public community.

Misconduct in the Accommodation as outlined in this section can be addressed under the Student Conduct Policy and Procedure.

- 3.2. Students in contract are the only individuals allowed to occupy the Accommodation and cannot transfer their license to anyone else or allow anyone else to live in or use the accommodation. (2.4.1 and 2.4.3 of the RAATC).
- 3.3. Students in accommodation must comply with the accommodation visitor policy including being responsible for the conduct of their visitors. Students should not allow visitors to stay without being present themselves and for more than 2 nights in any 7-day period and for no more than 2 nights in a row. Visitors under the age of 18 should not be left unattended in the accommodation and are not permitted to stay overnight. Students should inform their Hall Mentor about overnight guests. Students must also not give their keys/fobs to visitors. (2.5 of the RAATC).
- 3.4. Students are not permitted to use the Accommodation for any other purpose than as living accommodation. They must not conduct any form of employment, profession, trade, business, or any other commercial activity including causal arrangements from the Accommodation. (2.4.2 of the RAATC).

- 3.5. Students in halls agree to behave in a respectful and responsible manner with due consideration for other residents in the Hall, staff, local residents and members of the public and should not do anything that is likely to cause nuisance or annoyance to other residents. (2.8.1 of the RAATC).
- 3.6. Noise in the Hall or in the locality of the Hall should be kept at a level which does not interfere with the study, sleep, and comfort of other residents. (2.8.2 of the RAATC).
- 3.7. Students must not bring into the Hall or their Room any weapons, illegal items or any item which may be construed as or used as a weapon (e.g. replica, ceremonial, or toy weapons; knives; martial arts weapons etc.) even if they have a licence for them. (2.8.3 of the RAATC)
- 3.8. Students are not permitted to smoke, vape or use e-cigarettes, shisha or any other tobacco-based products in the accommodation or hall. (2.8.6 of the RAATC).
- 3.9. Students must not possess, use or permit the use of any illegal drugs or substances which have a similar effect to illegal drugs. (2.8.7 of the RAATC).
- 3.10. Students should not allow the frequent or persistent use of Hall facilities by non-residents. (2.8.8 of the RAATC).
- 3.11. Students agree to not bring into the Accommodation or Hall any item that may cause an obstruction, is dangerous and/or may be a fire or safety risk including, but not limited to, bicycles, e-bicycles, scooters and e-scooters. (2.8.14 of the RAATC).
- 3.12. Students agree to keep their Accommodation in good, clean condition at all times and remove refuse on a regular basis and place it in the designated area outside the Hall. (2.9.1 of the RAATC)
- 3.13. Students should not make any alterations or additions to or damage the Accommodation or Hall or neighbouring property, including but not limited to; installation of satellite dishes, aerials, decorating or fixing items to the walls, ceiling, or floor. (2.9.2 of the RAATC).
- 3.14. Students should not remove, sell, lend, alter, damage or otherwise dispose of any furniture, equipment or curtains provided by University Accommodation. Students should take reasonable care off all furniture and equipment provided by University Accommodation. Except for your own bedding, you agree not to bring soft furnishings or other furniture into the Accommodation or Hall. (2.9.3, 2.9.5 and 2.9.8 of the RAATC).
- 3.15. Students must report any damage or defects in the Accommodation or Hall immediately. (2.9.4 of the RAATC).
- 3.16. Students must not put anything which is likely to cause damage or a blockage in any pipes or drains in the Hall in addition to ensuring that communal areas are free from personal belonging, obstacles, or anything else which makes areas unsafe or untidy. (2.9.6 and 2.9.7 of the RAATC).
- 3.17. Students must pay for any or all loss or damage the accommodation suffers because of their breach of the RAATC, those living with them or their visitors.

Where any damage is caused to any shared areas in the Accommodation or the Communal Areas and those responsible cannot be identified (reasonable endeavours will be used to identify them), the Accommodation can (acting reasonably) charge relevant students a fair and reasonable proportion of the reasonable cost of making good any loss or damaged caused. (2.12 of the RAATC).

- 3.18. Students in halls must abide by Government and University guidelines regarding preventing the spread of infectious diseases, which may involve isolating as a household. When students move into the accommodation, they will automatically form a new 'household' with fellow residents. In All Saints Court, Fountains Court and Trinity Close the household is defined by the flat or house that a student lives in. In Kirkstall, Norwich, Ripon, St Albans and Whitby Halls the household is defined by those sharing a kitchen. (2.10.4 of the RAATC).
- 3.19. Students must not keep any animal, bird, reptile, insect or fish in their accommodation or Hall. Assistance dogs are permitted with the prior approval of the Accommodation Office. (2.11 of the RAATC)

Electrical Appliances

- 3.20. The accommodation team must be notified of any new electrical equipment bought for use in the Accommodation by students. Students must notify the accommodation of the new item and provide a copy of the warranty or test certificate. The accommodation has the right to remove and test any of your electrical items if they reasonably suspect that they may be unsafe. (2.3 of the RAATC).
- 3.21. Students must ensure that any electrical equipment brought into the Accommodation or Hall is appropriately tested and is safe and in sound working order and suitable for use in the UK and meets current Health & Safety standards and will not overload the wiring at the Accommodation. (2.10.1a of the RAATC).
- 3.22. Students must use heated cooking equipment such as, but not limited to, kettles, microwaves, rice cookers, air fryers, grills, and toasters in the kitchen areas only. Heated cooking equipment must not be used in student's rooms. (2.10.1b of the RAATC).
- 3.23. Students are not permitted to bring or use portable heaters of any kind, humidifiers, mains powered fairy lights, diffusers and large electrical equipment in the Accommodation or Hall. (2.10.1c of the RAATC).

Fire Safety

- 3.24. Students in halls agree to respond to fire alarms and observe all fire regulations and evacuation procedures which are displayed in the Accommodation. Students can refer to Fire Procedures on the MyLTU App for Horsforth Campus Fire Procedures, or the Unite Students App for Clarence Dock Village Fire Procedures. (2.10.2a of the RAATC)
- 3.25. If the fire alarm sounds, students must leave the Hall immediately and go to the nearest fire assembly point. (2.10.2c of the RAATC)

- 3.26. Students must not tamper with fire safety, detection, prevention, or firefighting/evacuation equipment and must not activate alarms inappropriately, or prop open fire doors. (2.10.2d of the RAATC).
- 3.27. Students should not place combustible fixtures or fittings, including paper and notices on the walls, in fire escape routes or Communal Areas. (2.10.2e of the RAATC).
- 3.28. Students must not do anything which may cause a fire hazard including but not limited to using or storing in the Accommodation or Hall any flammable or dangerous materials (e.g. inflatable furniture, incense burners/sticks, candles, fireworks, petrol, paraffin, bottled gas, oil, nitrous gas canisters, sunbeds, any other explosive devices etc.). No naked flames must be lit in Accommodation, including, but not limited to candles, incense, joss sticks and stoves. (2.10.2 f and g of the RAATC).
- 3.29. If students suspect that any item of safety equipment is defective or has been used, they must promptly inform the Accommodation Office (Horsforth Campus) or Clarence Dock Reception (Clarence Dock Village) or security staff if urgent out of hours of this. (2.10.2h of the RAATC).

Security

- 3.30. Students living in halls must ensure that their Accommodation and Hall are always left secure. (2.10.3 of the RAATC).
- 3.31. Students must not leave their Accommodation unoccupied without ensuring they have securely closed their windows and locked their door. (2.10.3a of the RAATC).
- 3.32. Students must not allow anyone access to the Hall unless they are known to them or possess the appropriate ID. Students should accompany their Visitors at all times. (2.10.3b of the RAATC).
- 3.33. Students should always keep their key and access card with them and ensure that they do not mark such items with their address. They should not make copies of keys or give them to anyone else. If keys are lost, students must report this to reception/porters/security staff immediately. [A charge will be incurred for replacement keys and locks as required.] (2.10.3c of the RAATC).
- 3.34. Students must not tamper with CCTV or any other security equipment (2.10.3d of the RAATC).

4. University Libraries

- 4.1. This section covers expected behaviours in the Andrew Kean Learning Centre and the Library at the City Campus. It excludes teaching spaces in the Andrew Kean Learning Centre.
- 4.2. Where Library staff are made aware of or observe contravention of expected behaviours outlined in this section, staff have the right to contact Security staff who

will attend. A record of the misconduct with the names and student ID numbers of those involved will be taken, including video or photographic evidence if applicable.

Contravention of expected behaviours may first be addressed under 3.1 of the Student Conduct Procedure but may also be reported to the Student Casework team for further action under the Procedure (section 4 onwards).

- 4.3. Access to the Andrew Kean Learning Centre (AKLC) and the Leeds City Campus Library is restricted to Leeds Trinity University ID cardholders and authorised visitors / guests only. ID cardholders MUST carry their ID card at all times and show their card, if requested to do so by staff. Users are responsible for their ID card, and under no circumstances may it be lent to others.
- 4.4. Smoking, vaping, alcohol consumption and misuse of drugs is not permitted in any university building including the Libraries.
- 4.5. All users are expected to conduct themselves in such a way that they are respectful to other users and staff, and do not disrupt their study or work.
- 4.6. The consumption of cold food, cold drinks and hot drinks (drinks containers with lids) is permitted in all open areas of the AKLC and Leeds City Campus Library. Packaging and waste should be disposed of appropriately. The consumption of hot food is only permitted in the entrance foyer and ground floor café area of the AKLC. It is not permitted at all in the Leeds City Campus Library.
- 4.7. Users must not alter, disrupt, or damage Library facilities and resources.
- 4.8. Users affected by or observing contravention of the expected behaviour in the Libraries may report anonymously via librarynoise@leedstrinity.ac.uk or to a member of library staff.
- 4.9. Users should not remove books and other items from the Libraries without them having been issued to their library account. Under no circumstances may users borrow for another person. At all times, books issued against a user's card will be regarded as their responsibility.
- 4.10. Users are expected to return loaned items by the due date.
- 4.11. In the event that security alarms are activated on exit from Library spaces, users are required to present any library stock items in their possession for inspection.
- 4.12. Some areas of the University Libraries have varying study environments and correspondingly varying expectations relating to noise and other behaviours. The sections below detail expectations for specific areas of the University Library spaces.

Open plan areas at Horsforth and City Campus

- 4.13. In relation to:
 - a) The Andrew Kean Learning Centre: Foyer and Helpdesk area, open plan study on the Ground, First and Second Floors of the Library area, informal study spaces in the Extension.

- b) All open plan areas at the Leeds City Campus Library, including the Study Lounge.

Quiet conversation in these areas is acceptable as long as it does not adversely impact on other users. Music and/or video content should only be played with headphones. Taking and making mobile phone and video calls is acceptable, but device volume levels should be adjusted to an appropriate level, as should voices.

Group Study Rooms at Horsforth and City Campus, and Study Carrels at Horsforth

- 4.14. The booking policy for study spaces is for a maximum of 3-hours per user, per day, and bookings made above this may be cancelled without notice. Bookings may be released after 15 minutes if users do not turn up, to enable others to use the space.
- 4.15. Users should book a suitable size space for their group. Each room has a maximum occupancy that cannot be exceeded.
- 4.16. Noise and activities should be kept at an appropriate level. Loud music, shouting and frequent moving between rooms can disturb other users.

Silent Study at Horsforth and City Campus

- 4.17. Silence should be always maintained in these areas. If users need to make calls or have conversations, these should take place outside of the Silent study areas.

Study booths at Horsforth (1st floor) and City Campus (Library Area)

- 4.18. These booths are for single person only occupancy and for quiet study.

24-hour IT Room at Horsforth Campus

- 4.19. Quiet conversation in this area is acceptable, as long as it does not adversely impact on other users. Music and or video content should only be played with headphones. Taking and making mobile phone and video calls is acceptable, but device volume levels should be adjusted to an appropriate level, as should voices.

Tranquillity Space at Horsforth Campus

- 4.20. This space is single person occupancy only, with no requirement to book it. The space is mainly intended for neurodivergent users, and others who may need to take a moment.
- 4.21. Users are requested to consider others who may have a more urgent need, and to leave the room as they find it.

5. During Teaching

- 5.1. During all teaching sessions for Leeds Trinity University registered students, students are expected to behave in compliance with the behavioural expectations set out in this Code.
- 5.2. Students are expected to treat staff and other students with dignity and respect. Bullying and Harassment, as defined in the 'Protection of Dignity at Work and Study Policy', is completely unacceptable.
- 5.3. Students should not disrupt teaching sessions through creation of unacceptable noise or other interruptions or behaviour.
- 5.4. Misconduct in teaching sessions can be addressed directly and immediately by the member of staff involved in accordance with 3.1 of the Student Conduct Procedure.

6. IT

- 6.1. Students should comply with all University IT regulations, including but not limited to those set out in the 'Acceptable Use Policy'.

7. Social media

Scope

- 7.1. The scope of the University's policy on student social media usage extends to students' use of social media in a personal capacity where this impacts the University, its students, staff, or the wider community.
- 7.2. Students who are involved in Leeds Trinity Students' Union clubs, sports, societies, or any other aspect of the SU should also refer to LTSU's own social media policy.
- 7.3. 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.
- 7.4. In this Code, '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:
 - a) Instagram
 - b) Facebook and Facebook Messenger
 - c) LinkedIn

- d) X (Twitter)
- e) TikTok
- f) Discord
- g) Twitch
- h) Reddit
- i) YouTube
- j) Snapchat
- k) Pinterest
- l) Vimeo
- m) Whatsapp

- 7.5. The social media section of this Code 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.
- 7.6. The social media section of this Code 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.
- 7.7. Students should also be aware of the University policy – '[Code of Practice on Freedom of Speech and Expression](#)'.

Personal Social Media Accounts

- 7.8. 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.
- 7.9. 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 Code.
- 7.10. 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. 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.
- 7.11. Students should be aware of 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.

Expected Standards

- 7.12. 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. 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.
- 7.13. Communications on social media must be respectful at all times and be in accordance with this Code. 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.
- 7.14. 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).
- 7.15. The following is a non- exhaustive list of information it would be deemed unacceptable for a student to post through any form of social media or online forum:
- a) 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)
 - b) Details of complaints and/or legal proceedings or potential legal proceedings involving the University
 - c) Personal information about another individual, including contact information, without their express permission.
 - d) Information in breach of another person or entity's copyright or other intellectual property rights (see Section ... below).
 - e) 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).
 - f) Inappropriate comments posted using fake or spoof accounts or using another person's name without their consent.
 - g) 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.
 - h) 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).

- i) 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.

Cyberbullying

- 7.16. 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. Any student who is experiencing cyberbullying by another student or a member of university staff will have the full support of the University.
- 7.17. 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:
 - a) Maliciously spreading rumours, lies or gossip.
 - b) Intimidating or aggressive behaviour.
 - c) Offensive or threatening comments or content.
 - d) Posting private images of an individual without consent (including, but not limited to, sexual images of an individual).
 - e) Sharing unwanted images (including, but not limited to, sexual images).
 - f) Posting comments/photos etc. deliberately mocking an individual with the intent to harass or humiliate them.
 - g) 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).
- 7.18. 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.
- 7.19. The University will also not accept cyberbullying that takes place via other means of electronic communication such as email, text or instant messaging.

Intellectual Property

- 7.20. 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.

- 7.21. 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.
- 7.22. The University is not responsible for any content posted by its students unless authorised by the University.

Responsibilities

- 7.23. Students are responsible for ensuring that any use of social media is carried out in line with this and other relevant policies.
- 7.24. Students are responsible for 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.
- 7.25. 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 7.4, to ensure that its rules are being complied with and such activities are for legitimate purposes.

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

- 7.26. 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.
- 7.27. 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.
- 7.28. 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.