

# NHCC MOBILE APP GUIDELINES

The purpose of this document is to establish appropriate guidelines for students, staff, faculty, and administrators utilizing the North Hennepin Community College (NHCC) Mobile App. North Hennepin Community College uses mobile applications to supplement traditional student communications and engagement efforts. The guidelines outlined in this document are valid for all mobile application communications, postings and interactions produced by NHCC students, staff, faculty, and administrators.

The guidelines for the personal use of the NHCC Mobile App is not intended to and does not limit the NHCC community members' rights to engage in protected communications, postings and interactions related to North Hennepin Community College.

## **DEFINITION**

- **Mobile App:** Mobile App is a native application that is built for specific mobile devices. The software and related content is downloaded to a device, but additional content may still be accessed via a network connection. The benefit of an app is to provide an alternative platform for NHCC students, staff and faculty to communicate and interact with each other. This covers all mobile applications that NHCC utilizes.

## **GUIDELINES FOR NHCC STUDENTS POSTING ON COLLEGE MOBILE APPLICATIONS**

### **Do No Harm**

Let your Mobile App social networking do no harm to North Hennepin Community College or to yourself. NHCC:

- Does not use or allow content, images, or language that disparages, promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, physical or mental disability, sexual orientation, national or ethnic origin, age, status as a veteran, or any other classifications protected by local, state, or federal law;
- Does not use or allow sexual content or links to sexual content
- Does not use or allow conduct or encouragement of illegal, harmful or offensive activity;
- Does not use or allow profanity, or placeholders of profanity, in posts or their equivalent;
- Encourages reasonable dialogue and civil discourse that offers a balanced perspective and multiple points of view;
- Promotes an inclusive environment where various perspectives are valued;
- Does not allow comments that are personal attacks on members of the NHCC community;
- Reserves the right to take down and report to relevant authorities posts that we deem hateful, inappropriate, threatening to oneself or others, or misleading;
- Reserves the right to take down and report to the relevant authorities posts that are determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of this forum, in the sole discretion of North Hennepin Community College.

### **Engaging students, changing lives**

North Hennepin Community College

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Equal Opportunity Educator and Employer. To receive this information in an alternate format, call 763.493.0555 (voice) or via the Minnesota Relay at 1.800.627.3529.

## Think Before You Post

You are personally responsible for the content you publish on the NHCC Mobile App. Your actions and statements have the ability to affect you and others at NHCC. Please keep in mind that posts on Mobile App may be replicated quickly, be taken out of context, and will remain public for an indeterminate amount of time. If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for the Mobile App. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or 10 years from now?

## Be a Valued Member

If you join the NHCC Mobile App, make sure you are contributing valuable insights. Don't take over the discussion and redirect by posting self/organizational-promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from the Mobile App.

## Protect Your Identity

Don't list your home address, telephone number and/or any other personal information on the Mobile App.

## Treat Others with Respect and Dignity

Do not post confidential or proprietary information about NHCC, its students, faculty, staff and/or administrators. Do not discuss a situation involving named or pictured North Hennepin Community College community members on the Mobile App without their permission. Engage in conversations with respect, treating others with dignity, regardless of their opinions or background.

## Communication

- Maintain a professional tone in all app communications, which includes utilizing appropriate language.
- Share content that is relevant, accurate, and educational. Ensure that what you post adheres to all laws, state statutes, policies, procedures, and the guidelines thoroughly articulated within this document.
- Actively participate in discussions and contribute to the learning environment.
- Avoid sharing information that can target or alienate a person or group. Please refer to the "Do No Harm" section on page #1 of the NHCC Mobile App Guidelines for examples of content, images, or language that should not be posted.

## No Endorsements

Avoid engaging in behavior that could raise actual or apparent conflicts of interest and conflicts of commitment on social networks. Those activities include, among others, using the Mobile App for personal gain (e.g., using Mobile App to enhance or endorse personal communications or personal social media profiles); using confidential or privileged information acquired in connection with the individual's college-supported activities for personal gain (e.g., sharing nonpublic information through a college or personal social media profile); soliciting and/or accepting donations or gifts from other NHCC community members (e.g., gofundme request) on behalf of one's self. Student Senate can endorse themselves during Senate elections and utilize the Mobile App as a campaign platform as long as the candidates are being respectful and following election guidelines.

Note: In accordance with Minnesota State Board Policy and Procedure 3.6 and 3.6.1, NHCC staff, faculty and administrators cannot endorse or promote any product, political party, candidate or cause.

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## Buy and Sell

In addition, any postings regarding the selling or purchasing of an item that violates any NHCC policy will be removed (e.g. vape pens, weapons, etc...).

## Escalate Serious Issues

If you identify issues related to health, safety, or security while using the NHCC Mobile App, bring them to the attention of the appropriate resource within the college immediately. Information security issues should be addressed to Julio Vargas-Essex, Vice President of Student Success at [jvargas-essex@nhcc.edu](mailto:jvargas-essex@nhcc.edu). If you become aware of material online that prompts concerns about student health or safety or that someone in the NHCC community may present a danger to themselves or others, you should contact Public Safety at 763-424-0807.

## Process for Removing Posts

App users have the ability to 'Report as Inappropriate' on posts they deem violate these guidelines. NHCC will utilize discretion to make determinations on tagged/reported posts. Security features are in place to automatically remove a post if reported numerous times.

If NHCC identifies a posting which may be deemed inappropriate, that posting will be removed and the individual who posted the inappropriate message will be contacted by a NHCC staff member with rationale on why the posting was removed. The posting will be reviewed and a decision will be rendered regarding whether or not it will be permanently removed.

North Hennepin Community College (NHCC) strives to provide a positive, welcoming atmosphere that supports teaching and learning. As members of the college community, all students are expected to conduct themselves in a manner consistent with norms of behavior as stated in this policy and Minnesota State Board Policy and Procedure 3.6 and 3.6.1. Consistent with this purpose, intentional efforts are made to foster the personal, social, and ethical development of those students whose behavior is in conflict with College expectations.

Failure to abide by the Mobile App Guidelines, including, but not limited to posting inappropriate material on the Mobile App, may be subject to disciplinary action with the NHCC Conduct Department.

## Monitoring

Please allow up to 48 hours for responses to all inappropriate messages posted on evenings and weekends.

## Violations/Conduct Procedures

Violations of the aforementioned guidelines and Student Code of Conduct Policy and Procedures is subject to investigation with the Conduct Department. The Student Conduct Policy (3.6) can be found [here](#).

## Resources

Mobile App usage is governed under the aforementioned Student Code of Conduct Policy and Procedures 3.6 & 3.6.1) and the Acceptable Use of Computers Policy and Procedure (5.22 & 5.22.1), which can be reviewed [here](#).

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## Appropriate App Conduct

Appropriate app behavior and communication is relevant, respectful, collaborative, inclusive, and mediates any conflict. Examples of respectful and appropriate conduct may include:

- **Respectful Interaction:** “Great point! I hadn’t considered that before.”
- **Inclusive Behavior:** “It’s fascinating to hear different perspectives on this topic. Thank you for sharing your experience.”
- **Appropriate Content:** “I came across this TED Talk. It provides great insights into our discussion.”
- **Handling Disagreements:** “I see your point, but I have a different perspective based on this. Can we discuss further?”
- **Finding Common Ground:** “We seem to have differing views on this issue. Can we identify areas we agree and build from there?”
- **Ending Conversations Respectfully:** “We’ve had a productive debate, but it seems we’re at an impasse. Let’s agree to disagree and move on to the next topic.”

## Free Speech and Hate Speech

The campus community is encouraged to engage in the App, sharing their opinions, personal experiences, and constructive feedback, as long as their dialogue is respectful, inclusive, and aligns with all guidelines within this document.

Refer to [Minnesota State Policy 3.1 Student Rights & Responsibilities](#) for more information on free speech.

It is important to avoid behavior that belittles, discriminates, or incites violence against others. Avoid hate speech by doing the following:

- Avoid Personal Attacks
- Steer Clear of Discriminatory Language
- Reject Stereotypes
- Prevent Incitement to Violence
- Respect Differences

## Tips for maintaining a respectful app environment:

1. Think Before You Post
2. Be Mindful of Context
3. Report Inappropriate Behavior
4. Educate Yourself

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