



## YAMMER TERMS OF USE

PLEASE NOTE: BY ENROLLING IN UOPEOPLE'S YAMMER NETWORK, YOU UNDERSTAND THAT YOUR PERSONAL PROFILE AND ANY CONTENT YOU POST WILL BE VISIBLE TO OTHER MEMBERS OF THE UOPEOPLE COMMUNITY AND TO ANYONE OUTSIDE THE COMMUNITY WHO ACCESSES THE UOPEOPLE YAMMER NETWORK. CONFIDENTIAL STUDENT INFORMATION AND OTHER SENSITIVE OR PRIVATE CONTENT SHOULD NOT BE POSTED.

University of the People ("UoPeople") seeks to provide a collaborative environment for UoPeople students, faculty, alumni, staff and volunteers from throughout the globe to connect and share meaningful information. UoPeople has selected Yammer to achieve this goal. The Yammer Enterprise Social Network (ESN) is part of the Microsoft Office Division; it is used by more than 8 million people and approximately 85% of the Fortune 500 companies.

The UoPeople Yammer Network has been established to provide an online environment in which UoPeople students, faculty, alumni, staff, and volunteers can meet each other outside the classroom setting. It could be considered like a park setting on a physical university campus, a university bulletin board in a student social hall displaying university group and administrative announcements, or a networking forum to connect UoPeople students to each other and to UoPeople alumni. YAMMER IS NOT A FORMAL LEARNING PLATFORM, AND MUST NEVER BE USED AS A REPLACEMENT FOR UOPEOPLE'S MOODLE STUDENT DISCUSSION FORUM.

The existence of specific content on the UoPeople Yammer Network does not constitute endorsement by UoPeople. UoPeople does not accept responsibility for the content of this site, nor for any user-generated content, including the content of links to or from the pages on this site.

### **Notice to Users of the UoPeople Yammer Network**

The UoPeople Yammer Network is an integral part of the UoPeople online system. All users should review the University's [Website Privacy Policy](#) and the [Yammer Privacy Policy](#) prior to using any of the UoPeople websites and before enrolling as a UoPeople Yammer Network user. UoPeople Yammer users are also subject to the terms set forth in the UoPeople [Social Media Policy](#), and users who are enrolled at UoPeople must comply with the UoPeople General Code of Conduct.

UoPeople reserves the right to remove, in its sole discretion, any content posted on the UoPeople Yammer Network for any reason without notice or explanation.

### **UoPeople Yammer Code of Conduct**



You are responsible for the content you post on the UoPeople Yammer Network, and are at all times subject to the provisions of the UoPeople General Code of Conduct. Understand that there may be legal ramifications to the content you post on Yammer and UoPeople is not responsible for that content. UoPeople Yammer Network administrators review all comments and posts regularly to ensure that issues and concerns are addressed in a timely fashion.

Your activity in this network is governed by the following conditions:

- **Everything in Yammer stays in Yammer.** Do not make any public posts or Tweets that link to the UoPeople Yammer Network. The UoPeople Yammer Network is a closed, invitation-only community. The UoPeople Yammer Network is for the sole use of the UoPeople community and posts/comments are not searchable on the web.
- **NEVER post course information in Yammer.** Yammer is not a replacement for the online classroom settings that UoPeople has established on its Moodle platform. Questions and comments regarding class assignments should be shared only in Moodle for the courses in which you are enrolled and not in Yammer. Educational resources will remain on Moodle. Questions directed to and discussions with Course Instructors and mentors must likewise take place in Moodle. Any discussion on Yammer regarding your coursework will have no impact on your academic credits.
- **Asking for answers on specific coursework or exam questions is strictly prohibited inside the Yammer platform.** Students who violate this policy will be given a warning and will be possibly removed from the Yammer platform. NOTE THAT YOU WILL BE SUBJECT TO ACADEMIC DISCIPLINE IF YOU SHARE INFORMATION REGARDING UOPEOPLE EXAMS OR HOMEWORK, OR THAT OTHERWISE VIOLATES THE UOPEOPLE CODE OF ACADEMIC INTEGRITY.
- **Do not post content that may be considered bullying or harassment, including, but not limited to racist, sexist, homophobic, discriminatory or demeaning comments, threats of violence, pornographic materials, or information related to illegal activities.** All such content will be removed and, depending on the nature of the content, the poster may be reported to the authorities.
- **Political and religious groups and posts are not allowed.** UoPeople does not allow the use of its Yammer Network for political and religious purposes. Comments of a political or religious nature will be removed by the UoPeople Yammer Network administrators.
- **Your posts should be relevant.** Comments and posts by UoPeople Yammer Network users should be relevant to the content posted on the page and to its followers. Users are encouraged to stay on topic in any given thread and to keep messages brief and to the point. If the same content is posted more than three times in a single month, it will be marked as spam and flagged for removal.



- **Respect others.** It is acceptable to disagree, but please do so in a respectful manner. Posts that are not courteous and respectful will be removed when reported, and further action taken as appropriate.
- **NEVER post confidential information.** Confidential student information or other sensitive or private content should not be posted. Note that UoPeople administrators can see everything posted in the UoPeople Yammer Network, including content posted in private groups. **You should have no expectation of privacy in relation to any of your activities on Yammer.**
- **Posting Requirements for Users.** Users of UoPeople Social Media Accounts and of outside social media platforms who are associated with UoPeople are subject to the terms set forth in the UoPeople Social Media Policy. Users who are enrolled at UoPeople are also subject to the UoPeople General Code of Conduct.

Staff, students, faculty and UoPeople volunteers who engage in online conversations related to UoPeople must ensure that any postings and comments directly or indirectly relating to UoPeople:

- are not disrespectful, offensive, injurious or otherwise inappropriate
- do not interfere with a reasonable educational environment
- cannot be perceived as harassing or threatening
- are not libelous or otherwise illegal
- are not pornographic or sexual in nature
- do not violate the privacy rights of a UoPeople student, faculty member, volunteer, staff person, or other associated personnel
- do not reveal confidential information about a course, other University activity or about the University generally
- do not infringe copyright or intellectual property laws
- do not use the platform to make a political or religious statement
- do not use the UoPeople name or logo inappropriately or in a misleading manner
- are in line with UoPeople's mission and values

USE OF THE UOPEOPLE YAMMER NETWORK IS A PRIVILEGE, NOT A RIGHT. DEPENDING ON THE CIRCUMSTANCES, AND AT THE SOLE DISCRETION OF THE UOPEOPLE YAMMER NETWORK ADMINISTRATORS, A POST OR COMMENT MAY BE REMOVED BY THE ADMINISTRATORS AT ANY TIME AND A USER CAN WILL THE CONSEQUENCE OF BEING DEACTIVATED, FOLLOWING A WARNING.

### **Compliance with Privacy Laws**

The name of a specific individual must not be used as part of posting a complaint or concern. Due to privacy laws, UoPeople will not respond to any requests for information regarding a particular student, nor will it address any complaint regarding specific individuals through the UoPeople Yammer



Network. Any post containing the name of specific individuals as part of a complaint, concern or compliment will be handled by the UoPeople Yammer Network administrators on a case-by-case basis taking into account that this targeting is forbidden. For more information regarding UoPeople's compliance with privacy laws, see the UoPeople Website Privacy Policy.

### **How to Use the UoPeople Yammer Network**

- When you first join, select the individuals and groups you wish to follow. Their posts will appear in your 'Following' feed. To see all University posts, select 'All'.
- Join the Yammer Help Group. Post a Question and/or view the answers to other user's questions regarding use of the UoPeople Yammer Network in the Yammer Help Group. Note that the Yammer Training Guide and New User Checklist have been pinned to the Yammer Help Group page for your reference. You should also use the Yammer FAQs and How-To-Guide to help clarify common concerns.
- Before asking a question, use the search bar and explore the Topics feed to explore existing content. This will help limit repetitive messages.
- Complete your personal 'Profile'. Note that anything you include in your 'Profile' will be visible to the other users of the UoPeople Yammer Network. By completing your profile you hereby waive any privacy rights relating to the information you posted about yourself.
- When completing your 'Profile', the image used **MUST** be of yourself or you must have rights to use the image.
- Customize your email preferences in the 'Notifications' section.
- Browse the 'Group' directory and join Groups that you find important. If a specific Group does not exist, start a new one and invite people to contribute messages. For best results, use 'Groups' as a replacement for your existing email listserv.
- Take time to explore Yammer- you'll soon get the hang of it and its fun!

STUDENTS WHO DO NOT COMPLY WITH THE YAMMER TERMS MAY BE REVIEWED BY THE COMMUNICATIONS DEPARTMENT AND POSSIBLY BE REMOVED FROM YAMMER. STUDENTS WILL RECEIVE AN INITIAL WARNING, FOLLOWED BY REMOVAL FROM THE PLATFORM. USERS MAY ALSO LEAVE THE PLATFORM AT ANY POINT THEY WISH, WITHOUT THE PERMISSION OF THE UNIVERSITY-- YAMMER IS NOT MANDATORY PLATFORM FOR SUGGESTED FOR ALL STUDENTS.

ALL EMPLOYEES, VOLUNTEERS AND OTHER UNIVERSITY PERSONNEL ARE BOUND BY ALL RELEVANT UNIVERSITY POLICIES, INCLUDING BUT NOT LIMITED TO THE CONFLICT OF INTEREST POLICY, IN



ADDITION TO THEIR OWN CONTRACT WITH REGARDS TO CONTENT WRITTEN AND POSTED ON YAMMER.

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SOCIAL MEDIA BEST PRACTICES**

1. **LISTEN & INTERACT:** Add value to the discussion
2. **KNOW YOUR AUDIENCE:** You are connected to your own, unique social network. Understand your audience in this network, what they connect to, and what things they are interested in.
3. **KEEP IT SHORT AND TO THE POINT:** In the age of social media, where everyone has a voice, those who can keep it short and to the point are often the most respected.
4. **KEEP THE BRAND:** UoPeople is the world's first, non-profit, tuition-free, accredited, degree-granting online university. Please help us keep this image to ensure that the gates of higher education are open to all, regardless of financial, social or geographic constraints.
5. **KNOW WHEN TO PASS SOMETHING ON:** You will get talkbacks to your posts. If someone is voicing a concern that you are not certain how to address, contact UoPeople staff immediately.
6. **WRITE DELIBERATELY AND ACCURATELY:** "Delete" doesn't really exist on the internet, so please think before you post. You may want to include a date in your post for future reference.
7. **CORRECT MISTAKES:** Acknowledge and correct mistakes promptly.
8. **DISAGREE WITH OTHERS RESPECTFULLY:** Some topics can invite flame wars. Avoid discussing things where emotions run high, such as politics and religion.
9. **RESPECT COPYRIGHT LAWS:** Always give credit and link to your sources.
10. **KEEP US UPDATED:** Let us know if there are any concerning or remarkable comments to any of your posts, if you are posting in a social media platform that you haven't posted in before, or if you have posted something new and interesting that you think we should see.

**Questions About the Network**

UoPeople strongly encourages you to contact the UoPeople Yammer Network administrators directly at \_\_\_\_\_ with concerns or complaints about the system.



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