PERSONAL ELECTRONIC ACCOUNT PRIVACY PROTECTION

**Scope:**

All college employees, students, student applicants and prospective students

**Policy:**

The College of Southern Maryland (CSM) will not require, request, suggest, or cause a student, an applicant, or a prospective student to grant access to, allow observation of, or disclose information that allows access to or observation of the individual’s social media sites or personal electronic accounts.

**Procedure:**

The College of Southern Maryland will not compel a student, an applicant, or a prospective student, as a condition of acceptance or participation in curricular or extracurricular activities, to add to the list of contacts associated with a personal electronic account any individual (including a coach, a teacher, or an administrator, another employee of the college, or a volunteer); or change the privacy settings associated with the individual’s personal electronic accounts.

CSM will not take any action or threaten to take any action to discharge, discipline, prohibit from participating in curricular or extracurricular activities, or otherwise penalize a student as a result of the student’s refusal to do any of the following:

* Grant access to, allow observation of, or disclose any information that allows access to or observation of a personal electronic account;
* Add any individual to the list of contacts associated with a personal electronic account; or
* Change the privacy setting associated with a personal electronic account; or
* Fail or refuse to admit an applicant as a result of the applicant’s refusal to:
  + Grant access to, allow observation of, or disclose any information that allows access to or observation of a personal electronic account;
  + Add any individual to the list of contacts associated with a personal electronic account; or
  + Change the privacy setting associated with a personal electronic account.

This policy may not be construed to:

Prohibit the college from requesting or requiring a student to disclose access information to allow the college to gain access to an electronic account opened at the college’s behest or provided by the college;

Prohibit or restrict the college from viewing, accessing, or utilizing information about a student, an applicant or a prospective student that can be obtained without access information, is available in the public domain, or is available to the college as a result of actions undertaken independently by the student, applicant or prospective student;

Create a duty requiring the college to search or monitor the activity of a personal electronic account;

Make CSM liable for failing to request or require a student, an applicant or a prospective student to grant access to, allow observation of, or disclose information that allows access to or observation of the individual’s personal electronic account; or

Prohibit a student, an applicant, or a prospective student from allowing an athletic coach or administrator to view the student’s, applicants, or prospective student’s publicly accessible communications.

This policy does not apply to:

A suspected criminal activity investigation into the publicly accessible communications of a student, an applicant, or a prospective student that is performed by CSM’s Public Safety Office;

An investigation, inquiry or a determination relating to the publicly accessible communications of a student, an applicant, or a prospective student that is conducted in accordance with the college’s health or public safety administration assessment policy or protocol.

**Reference:** 26-401 of the Education Article, Annotated Code of Maryland (Institutions of Postsecondary Education – Personal Electronic Account – Privacy Protection)

**For more information contact:** Vice President of Student and Instructional Support Services, ext. 7509.

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