



# West Tennessee Business College

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President  
C. Vicki Burch

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## West Tennessee Business College Social Media Guidelines

The WTBC social media sites are places where we perform job placement assistance and marketing for the College. We also encourage interaction and discussion between students, staff, alumni, friends, in fact anyone interested in West Tennessee Business College.

If you post a question to the college on any of our sites, we will respond as promptly as possible during working hours (Mon-Thurs 8am-8pm and Fri 8am-4pm). If your inquiry falls outside of these hours, we will get back to you as soon as possible when office hours resume. If your enquiry is urgent, please contact our Security Officer at 731-668-7240 or our Admissions Dept. at the same number.

We ask that you're respectful in your comments. We reserve the right to remove anything we deem:

- Abusive or personal attacks
- Material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful or embarrassing to any entity
- Third Party Advertising
- Chain letters or "spam"

We also reserve the right to terminate involvement by users who post such content.

The views and opinions expressed on the College's social media sites, or those posted on Students, Staff, and Faculty personal social media sites do not necessarily represent those of the College. Therefore, we cannot be held responsible for the accuracy or reliability of information posted by external parties.

For your safety, never include your phone number, email, address or other personal information in a post. Your comments are visible to all.

As well as the above, it's also worth taking note of the site's terms of use (ie Facebook Community Standards).

Social media posts and activities performed during business hours by students, staff, and faculty utilizing College owned equipment, and personal devices where applicable based on Employee and Student Handbook, will be monitored and may result in disciplinary actions, if warranted, due to inappropriate material.

West Tennessee Business College is not responsible or liable for any social media posts by Students, Staff, and Faculty on their personal sites and reserves the right to remove any "tags" of WTBC social media sites linked to inappropriate or disrespectful content in posts or comments.

Harassment of Students, Faculty, and Staff of West Tennessee Business College via email, social media or other communications will be investigated and turned over to the proper authorities when deemed necessary for the safety and security of all involved parties.

Should you have any questions or comments regarding the policy, please contact the College IT Department at 731-668-7240. We will be happy to assist in any way possible.