



College of Medicine  
Tucson



## Workplace User Agreement

The rapid growth of social media and online technologies has made communication and collaboration faster and easier than ever before. With these technologies, come questions and concerns regarding communication behaviors while using these tools. In our attempts to increase the availability and effectiveness of communication and collaboration, we must be cognizant of the fact that UA COM-T faculty, students and staff are charged with unique roles in the areas of education, patient care and the advancement of medicine. Please be mindful of these roles in protecting student and patient confidentiality at all times, including all UA COM-T Workplace communication and collaboration. Specifically:

- All FERPA regulations apply to Workplace groups. Avoid posting/reposting any content that includes student educational records such as grades, transcripts and student identification numbers.
- All HIPAA regulations apply to Workplace groups. Do not discuss PHI about any patient (or groups of patients) at any time. Additionally, do not post any patient photos without their written consent.
- Always use good judgment about content. All interactions in Workplace should remain professional, as they may be subject to state and federal public records laws.
- Any use of Facebook Workplace must comply with all applicable University of Arizona and College of Medicine policies including, but not limited to, the [College of Medicine Social Media Guidelines](#).