Community guidelines template

If you're an admin on a community page, such as Facebook, or thinking of starting one, here are some community guidelines to help:

1. Who the group is for (e.g. "for all current, previous and potential future students and staff of module X")
2. What the group is for (e.g. "this is a mutual support group for the module, to discuss the material, encourage each other and generally share the journey. ")
3. Reminder of behaviour expectations: (e.g. "Treat everyone with respect. Healthy debates are natural but be kind and do not make personal attacks. Hate speech and bullying will lead to an immediate ban.   In general (unless someone is behaving in a way that needs reporting) what's in the group should stay in the group")
4. Reminder of what is not allowed: (e.g. "Spam, advertising, fundraising and referral links are not permitted; if you are unsure about posting a link, ask the admin. Anyone who blocks admin will automatically be removed")
5. Reminder of what is not allowed by OU policies plus a link to them: (e.g. "Do not post module material, any other OU copyright material, TMA questions or solutions. If you want to post something your tutor has provided you with, you should seek explicit permission first. Personal details of tutors should not be mentioned; if you need to refer to a specific tutor, use initials only")
6. What to do if there is a problem: (e.g. "The admin team are X, Y or Z. Please either flag content or contact them by messaging/ tagging if you have a concern about a post,)
7. For module-specific groups only:
    a. A policy on sharing of TMA scores (suggest one of: "Please only discuss TMA scores on the specific thread which will be posted by admin" or " Please only share TMA scores in the document for sharing/ on the event page for the TMA/ on the thread started for that purpose" or "No sharing of TMA scores in this group (there is a separate group at….)"
    b. A statement about discussion of assignment questions (the easiest is "No discussion of assignment questions" but if the admin are prepared to be very vigilant – and it's in an essay subject where the question can meaningfully be discussed without giving away answers – then it could be "General discussion around the themes of an assignment question is allowable, but no discussion of planned or actual answers"