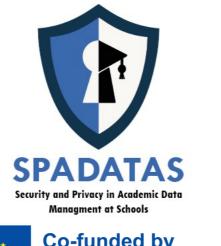# Security and Privacy in Academic Data management at Schools SPADATAS

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How to publish in social media

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Regarding what cannot be published on social media

- Confidential or personal information about other people, such as full names, identification numbers, addresses, or contact information.
- Images or videos that may identify or show other people without their consent.
- Sensitive information, such as sexual orientation, religion, health, or medical condition.
- Any kind of hate speech, harassment, or violent content.
- Content that is illegal, such as child pornography, incitement to violence, or illegal activities.
- Content that violates copyright, such as music, movies, books, or images without permission.
- Content that may be considered offensive or that may harm the reputation of other people.
- Any kind of spam or unsolicited mail.
- Content that can be used for phishing or deceiving other people.
- Any other type of content that may be considered inappropriate or that may endanger the privacy and security of other people.

Recommendations to consider when publishing

- Always ask for permission before publishing images or information about other people.
- Review the terms and conditions of use of the social network before publishing content.
- Avoid sharing confidential or personal information about oneself or others.
- Think about the possible consequences before publishing any kind of content.
- Be aware that once something is posted on the internet, it is difficult to completely erase it.
- Make sure to have the right to publish any kind of content, such as images or videos, before doing so.
- Review the privacy of the account and set it up properly to protect personal information.
- Avoid posting information about the workplace or school, especially if it contains confidential information.
- Be critical of the information shared online and verify its veracity before sharing it.
- In case of doubts about whether something is appropriate or not to publish, it is better not to publish it.

If you are a person related to the educational field, you must also consider the following

- Respect the privacy of students and avoid publishing personal information about them without their explicit consent.
- Avoid publishing images or videos of students without their explicit consent.

- Do not share confidential information about students, including their academic performance or contact information.
- Be careful with the information shared about the school or workplace, especially if it is confidential or could harm the institution's reputation.
- Verify the veracity of the information before sharing it and avoid spreading rumors or false information.
- Be aware that what is posted online can have an impact on professional reputation.
- Configure the account's privacy properly to protect personal information and avoid sharing inappropriate information.
- Follow the policies and regulations of the school or institution regarding the use of social media.
- Be a good role model for students and demonstrate ethical and responsible behavior online.
- In case of doubts, it is better not to publish and seek advice or recommendations from the institution or privacy and data protection experts.

In summary, it is important to be responsible and careful when publishing content on social media, especially regarding the protection of data and the privacy of other people. It is necessary to respect the rights of others and be aware that once something is posted online, it is difficult to completely erase it.

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