

# Royal Truck Training Academy

## Social Media Conduct & Violation Policy

Royal Truck Training Academy (“the Academy”) is committed to maintaining a respectful, professional, and safe learning environment. This policy outlines expectations for students’ online behaviour and the consequences of social media activity that harms or negatively affects the Academy, its staff, instructors, students, equipment, or reputation.

This policy applies to **all students**, whether posting on social media publicly, privately, anonymously, or under a nickname.

---

## 1. Expected Conduct on Social Media

Students are required to conduct themselves professionally on all social media platforms, including but not limited to:

Facebook, Instagram, TikTok, Snapchat, Twitter/X, YouTube, Reddit, WhatsApp, messaging groups, and online forums.

Students must not:

- Post defamatory, false, or misleading statements about the Academy or its staff.
- Share confidential or proprietary information related to training, curriculum, testing procedures, or internal operations.
- Upload photos or videos taken on Academy property **without written authorisation**.
- Post content that harasses, threatens, or discriminates against students or staff.
- Engage in online bullying, intimidation, or inappropriate discussions involving the Academy.
- Use the Academy’s name, logo, or branding in any way that misrepresents or harms the Academy.

---

## 2. Prohibited Social Media Activity

Any of the following constitutes a **social media violation**:

### 1. Defamation or Negative Public Statements

Posting harmful, untrue, or malicious content targeting the Academy, instructors, staff, or other students.

2. **Disrespectful or Abusive Online Conduct**  
Harassment, insults, threats, or derogatory remarks made in online spaces.
3. **Unauthorized Photos, Videos, or Recordings**  
Posting images or recordings of Academy equipment, vehicles, classrooms, or personnel without written permission.
4. **Sharing Confidential Information**  
Revealing internal records, training methods, testing content, or private communications.
5. **Misrepresentation of the Academy**  
Using the Academy's name or likeness in ways that imply false endorsements or present the Academy negatively.

---

### **3. Disciplinary Action for Violations**

If any social media violation is made **involving or targeting Royal Truck Training Academy**, the Academy is legally and administratively **eligible to take immediate action**, including but not limited to:

- **Formal warning** (written or verbal)
- **Temporary suspension from training**
- **Immediate dismissal from the program** without refund
- **Denial of future enrollment**
- **Legal action**, including claims for defamation, damages, or breach of contract
- **Reporting to relevant authorities or funding agencies** (if applicable)

Actions will be determined based on the severity, impact, and frequency of the violation.

---

### **4. Investigation Process**

Upon receiving a report of a possible social media violation, the Academy may:

- Review the content or communication
- Interview involved parties
- Request evidence or statements
- Consult legal counsel if necessary

Students are required to cooperate in any investigation.

---

## 5. Protection of Academy Reputation

The Academy reserves the right to protect its reputation, operations, and community. Any content that harms or threatens these interests may result in disciplinary or legal action.

---

## 6. Acknowledgment

By enrolling at Royal Truck Training Academy, all students acknowledge that:

- They understand and agree to follow this Social Media Conduct & Violation Policy.
- They understand that any violation may result in consequences up to and including dismissal or legal action.
- They consent to the Academy enforcing this policy as needed to maintain a respectful learning environment and protect its reputation.

Student Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date:     /     /