

myIPFW Groups Policies

The use of Groups is functionality that exists within IPFW's portal called myIPFW. A suite of group tools offer faculty, staff and students at IPFW the ability to create and manage group homepages for student organizations, workgroups, committees, and other affiliations or interests. The tools included in Groups are: Message Board, Online Chat, Links, News, Photos, File Sharing, Calendar, Announcements, and Delegated Administration. These tools will enable groups to collaborate, communicate and share information.

There are three types of groups: public, restricted and hidden. *Public groups* are open for anyone to join. *Restricted groups* are those where membership is subject to certain restrictions. For example, to access a group home page for an academic or social fraternity, an individual must first be accepted as a member of that organization. *Hidden groups* are reserved for handling sensitive information and are not generally available.

These policies apply to all groups:

1. Faculty/Staff Groups may be created for recognized groups at the University, such as Faculty Senate, APSAC and CSSAC, recognized clubs and organizations, as well as work groups and committees, for the purpose of facilitating official University information and/or work on specific projects defined by the University.
2. Student Groups may be created for student organizations officially recognized by the university through procedures managed by the Student Life Office. "Group" designation for purposes of myIPFW must be requested by the president of the student group. The original requestor may delegate management to another member(s) of the group, but maintains overall responsibility.
3. Special interest or other informal groups not recognized by the University will not be created at this time. The possibility exists for this to be reconsidered in the future.

Groups must be authorized and may be established in myIPFW only if they meet the general criteria described below.

1. A group must have a group leader that assumes responsibility for monitoring and maintaining the group.
2. Membership in groups is limited to students, faculty or staff of the University and must be used for activities related to University functions.
3. Group leaders and members must not promote or support activities that are illegal, commercial in nature (unless associated with the University), or are contrary to University policy.
4. Group leaders and members must adhere to copyright regulations when posting documents and photos. Refer to *IPFW, IU, and Purdue Statements on Copyright* at <http://www.lib.ipfw.edu/1070.0.html>.
5. Group leaders and members must govern themselves in accordance with all current Information Technology policies, including the *Ethical Guidelines for Computer Users* and *Web*

Guidelines for Computer Users, listed at: <http://www.its.ipfw.edu/policies/default.shtml> and <http://www.ipfw.edu/itpc/>. These policies are governing documents for computing resources and services within the University.

6. When operating a group, including the use of the group announcements, message board and chat functions, the group leaders and members must agree to participate in a responsible manner consistent with the policies and procedures of the University.

- For students, this includes those stated in the *Code of Student Rights, Responsibilities, and Conduct* at <http://www.ipfw.edu/academics/regulations/code/>, and all student organization policies set forth by the Student Life Office.
- For faculty, administrative professional, technical, clerical, service and other employees, this includes applicable policies listed in the *Purdue University Faculty & Staff Handbook* at http://www.purdue.edu/faculty_staff_handbook/.

7. Violations may be referred to the appropriate University entity for discipline.

FAILURE TO ADHERE TO THE POLICIES OUTLINED MAY RESULT, AMONG OTHER THINGS, IN TERMINATION OF YOUR GROUP ACCESSIBILITY AND THE DELETION OF CONTENT THAT IS POSTED ON MYIPFW, WITH OR WITHOUT NOTICE, AS DETERMINED BY IPFW AND THE IPFW'S ADMINISTRATION SOLE DISCRETION.

Requesting a Group

Faculty/Staff: To submit a request for the creation of a group, log in to myIPFW and click on the 'Groups' application icon, then click on the 'Create Group' button to access the Create New Group online form. In the "Creation Comment" text box you must list your name, department, and email address. Once submitted, the requestor will be notified within three business days of the status of the request.

Students: The president of a student organization recognized by the Student Life Office may submit a request for creation of a group for that recognized student organization. Each recognized student organization may have only one group. To submit a request for the creation of a group, log in to myIPFW and click on the 'Groups' application icon, then click on the 'Create Group' button to access the Create New Group online form. In the "Creation Comment" text box you must list your name, student organization, and email address. Once submitted, the group leader will be notified within three business days of the status of the request. Before a group can be approved by the myIPFW Portal Content Administrator, the required form must be submitted to and approved by the Student Life Office. The required form is available from the Student Life Office.

If your group is not approved, you may appeal the decision by contacting the myIPFW Portal Content Administrator.

Lack of Activity

Any group may be deleted from myIPFW due to a lack of maintenance, content that is out-of-date by 150 days or more, or if there is no activity (defined as no usage in a 150 daytime frame) in the Group's area or account.

Files Storage and Chat

File (and photo) limits are enforced by the system (10MB). A message appears when the group reaches its file quota. Once a group is deleted, all files and photos are removed and cannot be restored. Chat logs are not saved unless a user or group leader does a "cut, copy and paste" of the chat log into another document.

myIPFW Group Leader Policy

All myIPFW groups have a group leader. A person automatically becomes the group leader when they request the creation of a group and that group is approved. Once approved, a group leader can elect to use any or all of the group tools. The tools included in Groups are: Message Board, Online Chat, Links, News, Photos, File Sharing, Calendar, Announcements, and Delegated Administration.

1. The group leader is responsible for:
 - Creating and managing the group home page, including link, article, photo content and the files and announcements available to the members.
 - Setting up the group message board with topics and an overall description, and deleting topics, message, or replies as necessary to stay within file limits.
 - Setting up and maintaining the group online calendar.
 - Activating and deactivating members as necessary.
 - Assigning permissions to members so that responsibility for any of the above tasks can be delegated.
 - Specifying which group tools are available to the group members.
2. The group leader is responsible for ensuring that the group and the group members are in compliance with the myIPFW Groups policies and all University policies.
3. A group leader is expected to refer violations to the appropriate University official.
4. The original group leader may delegate management to another member(s) of the group, but maintains overall responsibility.

myIPFW Group Member Policy

1. Group members should accord themselves in a professional and respectful manner when publishing content on the group web site.
2. Members agree not to publish content that is illegal or contrary to University policies.
3. Members agree to share their user names and e-mail addresses with other members of the group.
4. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.
5. Members agree to comply with the myIPFW Groups policies and all University policies.