



# Plymouth State College

## Information Technology Services

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## **POLICY** **myPlymouth Groups Policy**

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### **Reason for Policy**

Plymouth State College recognizes the value and potential of using web technology towards greater collaboration, sharing, learning and community building. To this end, the College provides access to the my.Plymouth web portal Groups tool to members of the PSC community. The Groups tool provides individuals with common interests to virtually meet and share information within the my.Plymouth portal through chat rooms, message boards, photo galleries, group email lists, group calendar, and group news.

In the College community, the potential for large numbers and diverse groups exists. Therefore, some procedures and restrictions must apply in order to keep the system organized and operating effectively. It is also important to assert and remind group participants and leaders of their rights and responsibilities as defined by the student handbook, Human Resources policy, the Appropriate Use of Computing Resources Policy and other sources of community standards.

### **Groups Policy**

#### Group Organization and Approval

There are four categories of groups:

1. Alumni Committees & Interest Groups,
2. Faculty & Staff Committees & Interest Groups,
3. Community Interest Groups,
4. Student Organizations & Activities.

#### Public and Restricted Groups

There are two types of groups: Public and Restricted. Public group membership is open to anyone who has a myPlymouth account. Restricted group membership is limited to those myPlymouth users who are allowed into the group by the Group Leader. Restricted groups may be created only if they are associated with an officially recognized group. Restricted student groups must obtain permission from the Dean of Students. It is possible for an organization to have both a public group to share information with interested community members and a restricted group in which business could be conducted by the organizations officers and advisor.

Groups implemented under these categories are approved by the Dean of Students, Director of Human Resources, Alumni Director, Vice Presidents or their designees.

- Students must submit a signed Student Organization myPlymouth Group Application Form to the Dean of Students.
- Faculty and staff requests will be considered by the appropriate college official

### Group Leaders

Each group will be required to identify a group leader. The group leader is responsible for the administration of the group and conformity to College policy. This includes regular monitoring of group content, membership management, removal of aged content and other maintenance. Groups that are not maintained are subject to removal from myPlymouth. In addition to the Group Leaders, the group must have the approval of the organization's advisor.

### Group Content

Groups must not promote activities that are illegal or that violate the rights of others or PSC policies. Contents of all electronic pages, interactive chat and other materials shall be consistent with the standards of the Plymouth State College community, institutional policies and local, state, and federal laws. This may include links to other pages, content or information services. There can be no commercial elements or promotion within the group.

### Group Membership Agreement

Group members should accord themselves in a manner appropriate with Plymouth State College standards of conduct and the Appropriate Use of Computing Resources policy, when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and e-mail addresses with other members of this group. Members may not use group web sites for the publication or distribution of copyrighted materials or licensed software.

### **Procedure for Student Groups**

Student organizations must complete a written application (see attached Student Group Application form) for a my.Plymouth group web-site. The application specifies the student organization, advisor and group leader among other informational items. This application must be submitted to and approved by the Dean of Students (x2206, MSC 4B) before the group is created.

After obtaining the approval of the Dean of Students, the group will be created and notifications will be distributed to the group leader, organization advisor, ITS and others as appropriate.

The Group Leader can then request the group via myPlymouth and seek technical support from the ITS Help Desk (x 2929).

### **Procedure for Alumni Groups**

College Alumni with my.Plymouth accounts may create a group under the appropriate category in my.Plymouth. Approval of PSC Alumni interest groups in my.Plymouth will be evaluated by the College Alumni Director.

### **Faculty and Staff Procedure**

Faculty and staff may request a group under the appropriate category in my.Plymouth. Requests for groups will be forwarded to an appropriate College official for approval. No groups will be created without such approval.