

Procedures for myLongwood Groups

Approved by Web Committee on 13 February 2007
 Longwood University

I. Purpose

Longwood University recognizes the value and potential of using web technology towards greater collaboration, sharing, learning and community building. To this end, the University provides access to myLongwood Groups to members of the Longwood community. Within this community, the potential for large numbers of diverse groups exists. Therefore, some procedures and restrictions must apply to keep the system organized and operating effectively. It is also important to inform group participants and leaders of their rights and responsibilities.

II. Types of Groups

The group tool provides individuals with common interests to virtually meet and share information within myLongwood through message boards, photo galleries, group email lists, group calendar, and group news.

myLongwood Groups offers four basic group types:

| Group Type | Description | Approval Process/Availability |
|------------|---|---|
| Public | Public groups are open for anyone with a myLongwood account to join, and are meant to bring people together who have shared interests or to introduce others to new interests. | This is the default type for all approved groups. |
| Restricted | Membership in restricted groups is by invitation only and is subject to certain criteria, defined by the group's leader. The group will appear in the list of groups within myLongwood but will only be accessible to those approved members. | Requests for restricted groups must include reasons why the membership must be restricted. |
| Hidden | Membership of the group is restricted, and existence of the group is not advertised within myLongwood. | Formation of these groups requires justification of the need for high-level privacy. All requests for Hidden groups must be approved by the Longwood Web Committee. Longwood University may also reserve the right to block existent groups with the approval of the web committee. |

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| Admin-Blocked | These are groups that are not visible within the list of available groups in myLongwood, are not open to subscription by others, and have the additional restriction that the group administrator cannot view the content or activities of the group. | Formation of these groups requires justification of the need for high-level privacy. All requests for Admin-Blocked groups must be approved by the Longwood Web Committee. Longwood University may also reserve the right to block existent groups with the approval of the web committee. |
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III. Group Creation

The Groups application gives faculty and staff at Longwood University the ability to create and manage group homepages for clubs, workgroups, student organizations, committees or other affiliations and interests. These homepages can include threaded discussions, photo archives, news and more.

Groups must be authorized and may be established in myLongwood only if they meet the general criteria below:

General Criteria

1. The group must be composed of students, faculty, and/or staff of the University.
2. The group must be used for activities related to University functions.
3. The group must have an identified Longwood University sponsor (faculty or staff).
4. In general, the group should be of interest to an audience of fewer than 100. For content of interest to an audience of more than 100, a channel may be more appropriate.
5. Groups at Longwood may not be used for commercial purposes. Not-for-profit fundraising activities associated with the group are allowed.
6. The University retains the sole responsibility to activate or deactivate any group.

Requesting a Group

Students:

All student groups must be associated with a registered student group, including athletic teams and open lab coaching sessions offered by the Learning Center.

Requests for student groups must be submitted to the Group Administrator by the official Longwood University faculty or staff responsible for the group (e.g., faculty advisor of a student club or organization, coach of an athletic team, Director of the Learning Center). The Group Administrator will send email notification of the status of the group request.

The faculty/staff member will act as the group leader and may delegate content management functions (excluding the group leader role) to student leaders of the organization.

All denied student groups have the right to appeal to the Vice President of Student Affairs by submitting a written appeal.

Faculty/Staff:

To submit a request for creation of a group, login to myLongwood and click on the 'Groups' application icon, then select the 'Request Group' button to access the Request New Group online form. Once submitted, you will typically be notified within three business days of the status of your request.

All denied groups have the right to appeal to the Longwood University Web Committee by submitting a written appeal. The Web Committee's decision shall be final.

Requests for restricted groups, hidden or admin-blocked must include reasons why the membership is to be restricted.

IV. Joining a Group

Group Membership Agreement

Group members are responsible for conducting their affairs in a responsible manner consistent with all Longwood codes of conduct, the policies and procedures of the Longwood University Acceptable Use of Information Technology Resources and Systems Policy, found at http://www.longwood.edu/vpaf/final_policy_base/6000/6104.htm, and with local, state and federal laws.

Additionally members agree to the following:

- Members will not publish content that is illegal, or is in violation of University codes of conduct.
- Members will not use group web sites for the unauthorized publication or distribution of copyrighted materials or licensed software.
- Members agree that their user names and e-mail addresses will be available to other members of the group.
- Members will not use group web sites for commercial purposes, or for their personal financial benefit.
- Members acknowledge that the views expressed in group pages are those of the group membership and do not necessarily reflect the views of Longwood University.
- Members will follow the applicable chat guidelines listed in the myLongwood Help Center (help icon in the top-right corner) under *Chat -> Follow Chat Guidelines*.
- Files shared on groups must conform to the following:

- individual file size may not exceed 5 MB
- total group storage may not exceed 75 MB
- no files with blocked extensions as listed on the following site:
<http://www.longwood.edu/helpdesk/support/blockedlist.htm>
- The University assumes no editorial responsibility for the content of group communications.
- Communications and documents exchanged within the groups are subject to the relevant federal or state regulations that might apply.

Failure to comply with this agreement may result in the revocation of member's privileges and the possible termination of the group. Terminated groups have the right to appeal to the Longwood University Web Committee by submitting a written appeal.

V. Group Management

Group Procedures are part of the administrative governance system overseen by the Longwood Web Committee.

Members' acceptance to a public group is immediate. Membership in restricted groups depends on certain criteria and is approved by the group's leader.

Complaints alleging group leader's misbehavior will be forwarded to the Group Administrator.

Approval Authorities

Each Vice President will appoint an Approval Authority for the corresponding administrative unit. The Longwood Web Committee should be notified of any change in the Approval Authority. The Web Technology Coordinator will serve as the Group Administrator and will forward group creation requests to the appropriate Approval Authority. A backup Group Administrator will be appointed and approved by the Longwood Web Committee.

The designated Approval Authority will approve and oversee all non-student groups related to or requested by faculty or staff in the corresponding administrative unit. The Student Affairs Approval Authority will approve all student organization groups. A Learning Center Approval Authority will approve all student open lab mentoring groups.

Group Leaders

Each group will be required to identify at least one group leader. A group leader is responsible for the administration of the group and conformity to University policies. 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 myLongwood.

Group leaders must be Longwood faculty/staff. Student groups must have a

faculty or staff member as the sole group leader (see the Requesting a Group - Students section for more information). All communications between the Group Administrator and group leaders will be conducted via e-mail, using the group leader's Longwood e-mail address. A group leader is responsible for monitoring his/her e-mail for such correspondence and for responding in a timely manner.

Should the group leader leave the University, it is his/her responsibility to designate another leader of the group and to notify the Group Administrator of the change. If no other member is willing to serve as group leader, he/she should contact the Group Administrator to terminate the group. A group without a group leader will be terminated.

Failure to comply with procedures may result in revocation of group leader privileges.

A group leader is expected to deactivate or delete group members for inappropriate use of group tools or refer an issue to the proper University disciplinary officer.

Complaint Procedures

Complaints alleging abuse by members of a group should be directed to the Group Leader. General complaints alleging abuse by a Group Leader should be directed to the Group Administrator, who will forward the complaint to the appropriate Approval Authority. Complaints regarding a Group Leader's misbehavior with respect to the group's mission should be directed to the appropriate disciplinary system based on the role of the Group Leader (faculty or staff) and/or student organization involved.

Lack of Activity

Any group may be made inactive within myLongwood due to a lack of maintenance, content that is out-of-date by 90 days or more, or if there is no activity (defined as no usage in a 90-day time frame) in the group's area or account. Before any action is taken, the Group Leader will be contacted via e-mail. Should the inactivity be for legitimate reasons (for example, the group serves a committee that only meets in the academic terms), then the group will be maintained with active status.