

MyYSU GROUP DEVELOPMENT POLICY GUIDELINES

The Groups application gives students, faculty, and staff at Youngstown State University the ability to create and manage group homepages for clubs, workgroups, committees or other affiliations and interests. These homepages include features such as chat, threaded discussions, photo archives, news and more.

1. Groups must be authorized and may be established in MyYSU only if they meet the general criteria below.
2. Groups can be Public (open to any subscriber) or Restricted (open to subscribers who meet unique criteria defined by the Group owner)

General Criteria

1. 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. Group requestors are advised that Channels offer fewer communication tools than Groups. Specifically, Channels do not offer group e-mail, calendar, chat, or message board functions. The Group must be composed of students ("Student Groups"), or faculty and/or staff of the University ("University Groups") and should be used for activities related to University business, organizations, activities or functions, or for general interest.
2. Groups must not promote or support activities that are illegal, that are commercial in nature (unless associated with the University), or that violate the rights of others.
3. **Student Groups** may be created by official student organizations registered with the Office of Student Activities or by students for specific (i.e., study groups, intramural basketball, etc.) or general (i.e., first year students, etc.) interest. For more information about how to register a student organization contact the Office of Student Activities at 330-941-3575 or visit http://cfweb.cc.yosu.edu/stu_org/search/index.cfm
5. **University Groups** may be created for recognized groups at the University, such as Academic Senate, Deans' Council, Executive and Administrative Staff Council, recognized clubs, general interest groups, 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.
6. Special Interest Groups may be comprised of student and/or university groups that do not easily fit into one of the student or university sub-categories and meet the criteria for items 5 or 6 above.
7. Group leaders are responsible for maintaining all Group and member content on Group pages in accordance with the Use of University Computing Resources Policy (Number 4009.01) (available at <http://www.cc.yosu.edu/ccpolicy/>). However, group leaders are not responsible for content linked to and/or from group member home pages. Group leaders should review guidelines for acceptable home web site content (available at <http://www.cc.yosu.edu/guideline.htm>).

All web page authors are responsible for the content of the pages that they create. Unofficial pages that are linked from official University pages are encouraged to state the following "Youngstown State University does not accept responsibility for the content of any unofficial or any unofficial or personal pages. Comments concerning the content of unofficial or personal pages should be directed to the author of those pages." (*University Guidebook – University Web Pages draft – available at <http://www.yosu.edu/webadv/webpage.pdf>*)

All group members agree to follow the policies and guidelines stated in the following documents:

Use of University Computing Resources (Number 4009.01) (available at <http://www.cc.ysu.edu/ccpolicy/>)

Guidelines for what is not acceptable on your home page (and groups page) (available at <http://www.cc.ysu.edu/guideline.htm>)

The Code of Student Rights, Responsibilities, and Conduct (available at <http://www.ysu.edu/thecode.pdf>) specifically:

Article I, Section C, Part 4 - To be responsible for their actions with respect to provisions of local, state, and federal law.

Article I, Section C, Part 2 - To be responsible for acting in such a manner as to ensure other students the rights declared in Section B of this article.

Article I, Section C, Part 5 - To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.

Article IV, Section A, Part 4 - Physical abuse, verbal abuse, threats, intimidation, harassment, sexual contact or advances without permission, stalking, coercion and/or other conduct which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health, or life of any person (including self).

Article III, Section A, Part 1—Jurisdiction of the University

Article IV, Section A, Selected Parts—Conduct Regulations

Article V, Section F, Part 2—Regulations of Campus Organizations

Article V, Section F, Part 16—Use of University Name

Requesting a Group

Students: The Create New Group request form can be accessed from within *MyYSU* by clicking on the ‘Groups’ application icon, then click on the ‘Create Group’ button to access the Create New Group online form. The request must be made by the person who will serve as group leader. Once the request is submitted, you will be notified within 3-5 business days of the status of your request. Restricted groups may be created only if they are associated with a sanctioned group (i.e., club or organization registered with the Office of Student Activities) or if the group leader has obtained permission from the Office of Student Activities.

Faculty/Staff: To submit a request for creation of a group, log in to *MyYSU* and click on the ‘Groups’ application icon, then click on the ‘Create Group’ button to access the Create New Group online form. The request must be made by the person who will serve as group leader. Once the request is submitted, you will be notified within 3-5 business days of the status of your request. Restricted or Hidden groups (i.e., those where sensitive information is being discussed) may be created only if they are associated with a sanctioned group (i.e., Academic Senate, Deans’ Council, Executive and Administrative Staff Council, recognized clubs or committees) or if the group leader has obtained permission from the portal advisory committee. *Hidden groups are typically used to publish and discuss sensitive information that should not be available as a public or restricted group. For example, your institution's administration may create hidden groups to discuss departmental budget and staffing issues. (SungardHE Help Index)*

Lack of Activity

Any Group that has no activity for a six-month period will result in an inactive status setting (i.e., no longer visible in Groups Index).

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