Northeastern Illinois University NEIUport Groups and Group users will conduct themselves in an appropriate manner as set forth in the regulations. Groups must be approved and remain active meeting criteria provided in the regulations.

NEIUport group studio provides students, faculty and staff the ability to create and manage groups through the Group Studio application of the portal. The application creates and manages group homepages for clubs, workgroups, committees or other affiliations and interests.

This statement describes the appropriate use and responsibilities associated with Group Studio.

All users of NEIUport

Administrative Unit
Administrative Units are categorized sections consisting of Groups identified by their subject matter.

Group
A Group is a formulation of portal users holding similar interests or affiliations.

Group Leader
The Group Leader is the leader of the group who is designated to oversee the administration of the groups' use of the portal Group Studio.

Group Studio Manager
The Group Studio Manager is the designated manager who reviews and approves groups' in a particular Administrative Unit.

Hidden Groups
Hidden groups are not listed, open or provide the possibility to be requested and therefore will not be used on NEIUport.

Public Groups
Public groups are open for all portal users for subscription. Public group homepages are open to anyone and are meant to bring people together who have shared interests or to introduce others to new interests.

Restricted Groups
Restricted groups are tightly controlled and require invitation to join. Restricted group membership is open to subscribers who meet unique criteria defined by the Group owner. Restricted groups are
typically meant to provide resources for individuals who are involved in activities that support limited enrollment such as clubs, faculty/staff committees, task forces and work teams.

## REGULATIONS

### 1. GROUP AUTHORIZATION

A group that desires to use the NEIUport group studio function must request permission to set up a group. The Group Leader should request the creation of a group using the "Request Group" feature within the Group Studio. All required information must be filled out and submitted using the on-line form. All groups will be categorized by Administrative Unit. Each unit will designate a Group Studio Manager to oversee the groups within their unit. Each request will be reviewed by the appropriate Group Studio Manager and approved or denied based on the approval criteria. The Group Leader is responsible for the appropriate use of the group. Failure to comply with these regulations may result in revocation of Group Leader privileges and/or use of Group Studio by the group in violation.

#### 1.1. APPROVAL CRITERIA

All NEIU groups will be approved as long as they meet the criteria listed below:

- **a.** Appropriate Members – Groups must be composed of currently enrolled students, faculty/staff or members of the community with portal access.
- **b.** Appropriate use – Groups must adhere to established University policies and not promote activities that are illegal, support commercial activities not associated with the University, or that violate the rights of others.
- **c.** Default Data Limits – The following are default data limits that must not be exceeded:

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories</td>
<td>No more than 100 Total</td>
</tr>
<tr>
<td>Groups</td>
<td>No more than 300 in any category, no more than 10,000 total</td>
</tr>
<tr>
<td>News Articles</td>
<td>No more than 300 in any group</td>
</tr>
<tr>
<td>Internet Links</td>
<td>No more than 300 in any group</td>
</tr>
<tr>
<td>Disk Space</td>
<td>No more than 100 MB of disk space available per group for storing photos and shared files with each file or photo not to exceed 10 MB each.</td>
</tr>
<tr>
<td>Photos</td>
<td>No more than 300 in any group totaling no more than 25MB of space (if no other shared files are stored).</td>
</tr>
<tr>
<td>Members</td>
<td>No more than 1000 in any group. The University reserves the right to limit the amount of groups one member can join.</td>
</tr>
<tr>
<td>Information Blocks</td>
<td>No more than 300 on any group guest view page</td>
</tr>
</tbody>
</table>

- **d.** Affiliation –
  - Student Groups may be created only if they are associated with a chartered student organization or club or if the requestor has obtained permission from the appropriate Group Studio Manager.
  - Faculty and Staff groups may be created for the purpose of facilitating communications on University related issues and to facilitate work on specific projects.

- **e.** Member Conduct – Members of a group must conduct its affairs in a professional and responsible manner consistent with all university policies including the University’s Acceptable Use of Information Technology Resources (include policy URL as an active link) The Student Code of Conduct (include Code URL as an active link) and student organization policies set forth by the Office of Student Activities.
2. **GROUP ACTIVATION/DE-ACTIVATION**

Each NEIUport group becomes active upon approval and will expire on August 31st of each year. Student groups must be renewed annually with the appropriate Group Studio Manager. All student groups that are not renewed by the deadline will become inactive until the group is renewed. Inactive groups will be deleted from the portal if not renewed by February 1, of the following year.

All other groups will become inactive after six months of no activity. When a group is placed in an inactive status the administrator of record will be contacted and will have one month from the time of notice to reactivate the group. If no request for reactivation is received the group will be deleted.

When a group is no longer needed, it is the responsibility of the Group Leader to inform the Group Studio Manager that the group is no longer active and should be deleted.

3. **PRIVACY & CONFIDENTIALITY**

The system does not allow members to have the option to keep their user information private and confidential. Individuals must use caution when joining a group and be aware that their user name and e-mail address will be disclosed to members of that group. It is at the individual’s discretion to join a group that may compromise their identity.

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**AUTHOR REFERENCE**

SCT – Announcement sample

Metropolitan State College of Denver – MetroConnect – Group Portal Leaders, January 2005

University of Alaska – System MYUA Project Procedures for Group Studio version 1.0, September 9, 2005

**HISTORY**

03/23/2009 – Revised; updated data space allotment restrictions
06/30/2009 – Revised; edited responsible office
12/10/2009 – Revised; reformatted document

**RELATED POLICIES, DOCUMENTS, AND LINKS**

I1.1.1 – Acceptable Use of Information Technology Resources

**CONTACT INFORMATION**

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Tech.</td>
<td>(773) 442-4190</td>
<td><a href="mailto:ucompute@neiu.edu">ucompute@neiu.edu</a></td>
</tr>
</tbody>
</table>

**DISCLAIMER**

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.