

ePortfolio Google Site Policy

Policy Number 1003

Effective Date: August 22, 2016

Last Review Date: August 22, 2016

Next Review Date: August 22, 2017

I. Overview

This policy covers content on the Dominican University of California Google Sites within domains that the University controls.

II. Purpose

The general goal of these policies is to inform and protect the student (also known as ‘site owner’) when the content for such websites is used for Dominican University of California educational purposes.

III. Scope

This policy covers all users of the Dominican University of California network and computing infrastructure, including students, faculty, and staff.

IV. Policy

1. Consent and Confidentiality

As a student at Dominican University of California, you consent to participation in creating and developing an ePortfolio as well as minimum sharing with assigned academic advisor, peer mentor, and chilypenguin@students.dominican.edu. Students have the option to select the degree to which the information provided in the ePortfolio is made public (for example, sharing public to the world or with select faculty, advisors, mentors, etc.). All students, faculty, and staff should be aware of web sharing rights when using offsite platforms such as Weebly, Wordpress, Medium, etc.

1.1 Informed Consent Statement for Students

As a student of Dominican University of California, your digitally posted written work may be selected for campus or national research for the assessment of learning outcomes. In the case that your ePortfolio is selected for research, your name and any personal identifiers will be removed from all materials; making all student work anonymous and unidentifiable. Participation in this campus research is completely voluntary and is in no way associated with course grades. If for any reason you do not consent to your ePortfolio being used for research, you should contact the ePortfolio Specialist, by December 15, 2016:

- 1.1.1 Send an email to the ePortfolio Specialist at: chilypenguin@students.dominican.edu indicating that you do not want your work selected for campus or national research;
- 1.1.2 Send a letter (via campus mail) to ePortfolio Specialist, Academic Advising and Achievement Center, Bertrand 109, indicating that you do not want your work selected for campus or national research; or
- 1.1.3 Visit their office in Bertrand 109 during office hours which are 10:00 a.m. to 4:00 p.m. Monday through Friday.

1.2 ePortfolio Confidentiality Agreement

Confidentiality applies – Respect the confidentiality of students, faculty, staff and others. While the Google Site is secure and password protected (*see Security and Privacy, Acceptable Use Policy and Content Policy for Websites*), it is important that we are all aware of their imprint and the information it contains.

- **Confidentiality may not apply** – if a student, faculty, or staff has a concern regarding a student’s health and/or safety, he/she may contact the ePortfolio Specialist, chilypenguin@students.dominican.edu (or 911 for threat to hurt one’s self or another).
- **Confidentiality may not apply** – if a student has a concern about his/her faculty, staff, advisor, or mentor’s ability to provide the appropriate support expected in the ePortfolio program, he/she may contact the ePortfolio Specialist, chilypenguin@students.dominican.edu

2. Dominican University of California ePortfolio Google Site Guidelines

2.1 Inappropriate Content

The ePortfolio Google Site Policy is in agreement with the existing Dominican University of California *Content Policy for Websites*. Any allegations regarding inappropriate content will be reviewed and removed if needed. See the Acceptable Use Policy and Copyright Law for additional details and requirements.

2.2 Reporting Concerns

Complaints regarding content on Dominican University of California Google Sites should be directed to the ePortfolio Specialist, <http://www.dominican.edu/academics/advising/staff>

2.3 Violations of this Policy

Dominican University of California reserves the right to take disciplinary action as defined in the student handbook, up to and including suspension or expulsion of any student whose Google Site violates any policies of Dominican University of California. Dominican University of California reserves the right to monitor student ePortfolio activity that is conducted on Dominican University of California's equipment or server.

If Dominican University of California detects a violation(s) of its policies and/or applicable laws, Dominican University of California reserves the right to authorize its IT department to disable or remove any content from an institution controlled server, site, or institution-controlled equipment using any legally available means.