WELLESLEY

Approval for Sakai Sites

1.0 Overview

All Wellesley College faculty and staff Sakai users have the ability to create Sakai sites. In order to ensure that these sites are created solely for uses consistent with the mission of Wellesley College, users who wish to create sites to support activities that are not directly related to College business must obtain permission prior to doing so.

2.0 Purpose

This policy is intended to ensure that any Sakai site created within the Wellesley College domain is to be used for purposes consistent with the mission of the College. This policy provides guidelines for obtaining approval for the creation of a Sakai site and establishes sanctions for violation of these guidelines.

3.0 Scope

This policy applies to all Wellesley College faculty and staff Sakai users.

4.0 Policy

4.1 Responsibilities

All Wellesley College faculty and staff Sakai users are expected to use discretion in the creation of Sakai sites and behave in a manner consistent with the Wellesley College Acceptable Use Policy and any other applicable college policy. Wellesley College faculty and staff Sakai users have a responsibility to follow the guidelines below for obtaining approval for creating Sakai sites.

This policy has been approved by the Advisory Committee on Library and Technology Policy (ACLTP). The Chief Information Officer has responsibility for this policy.

4.2 Approval Procedures for the creation of Sakai sites not directly related to College business

Creation of a Sakai site that is not related to College business requires that the creator first make a request for approval through an online form to be found here. For example, a user may request a site for a non-profit organization or professional organization with which he or she is associated.

This request will be forwarded to the Chief Information Officer of the College who, in consultation with the Advisory Committee on Library and Technology Policy and possibly other Senior Administrators, will respond to the requester in a timely manner. If approved, the requester can proceed to create the site. The requester is advised to unpublish the site when the site is no longer needed or actively used.

4.3 Naming Conventions

Sakai sites are displayed in a long list format. The naming conventions below are intended to help people locate sites more easily. Site names have a maximum total length of 40 characters, including the prefix.

- Sites for scholarly work or work within a department should have the department or division prefix, in the form CHEM-xxxxxxx or PROV-xxxxxx (e.g., CHEM-Nobel Lab).

- Sites that apply to several constituencies or departments should use a "WEL-" prefix (e.g., WEL-Committee on Diversity).

- Sites not related to college business but beneficial to the community will use the prefix "GEN-" (e.g., GEN-Babysitting).

5.0 Enforcement

Wellesley College reserves the right to unpublish any site for which the creator has not complied with this policy. Library and Technology Services will periodically audit Sakai project sites and unpublish any site whose owner is no longer associated with the College.

6.0 Policies Cross-Referenced

[Wellesley College Acceptable Use Policy](#)

7.0 Effective Date

Approved by ACLTP, September 20, 2011