1.0   Overview

All Wellesley College Google Apps users have the ability to create Google Groups with a <u>wellesley.edu</u> address. In order to ensure that these groups are created solely for uses consistent with the mission of Wellesley College, users who wish to create groups 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 Google Group 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 Google Group and establishes sanctions for violation of these guidelines.

3.0   Scope

This policy applies to all Wellesley College Google Apps users, including faculty, staff, students, and any other member of the Wellesley College community that are given access to Google Apps.

4.0   Policy
4.1   Responsibilities

All Wellesley College Google Apps users are expected to use discretion in the creation of Google Groups and behave in a manner consistent with the <u>Wellesley College Acceptable Use Policy</u> and any other applicable college policy. Wellesley College Google Apps users have a responsibility to follow the guidelines below for obtaining approval for creating Google Groups.

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 Google Groups not directly related to College business

Creation of a group that is not related to College business requires that the creator first make a request for approval through an online form to be found <u>here</u>.

For example, a user may request a group 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 group. The requester is advised to disable or delete the group when the group is no longer needed or actively used.

5.0   Enforcement

Wellesley College reserves the right to remove any Google group for which the creator has not complied with this policy. Library and Technology Services will periodically audit Google Groups and remove any group 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