Georgia Tech’s “BuzzPort” Portal Usage Policy

v. 7.1

1.0 PURPOSE

This Policy provides general guidance and specific recommendations for the use of “BuzzPort”, Georgia Tech’s Information Portal. BuzzPort is a gateway that facilitates easy access to a variety of web-based content originating from sources throughout Georgia Tech. BuzzPort generates dynamic web pages, rich with content in a format customized to address a specific end user’s need(s). This content is supplemented with web-based collaborative tools and messaging options. It is designed to serve a diverse user population. BuzzPort services are highly valued and sensitive Institute resources. This Policy establishes an acceptable usage framework that enables the highest quality information sharing possible for the benefit of all authorized Portal users. BuzzPort is specifically intended for use by the Georgia Tech Community to facilitate quick and easy access to pertinent information.

An example of BuzzPort usage could be a student using the portal to locate course information, access campus e-mail, check various calendars, and access student records.

2.0 SCOPE

This Policy applies to all authorized BuzzPort usage from any location at all times. This is an Institute-wide policy and does not supersede other policies that pertain to the use or actions that may occur while using BuzzPort. This Policy is meant to complement related policies and further apply sound principles already approved for the acceptable use of Institute computing resources.

3.0 POLICY

Policy is categorized for each service provided and accessed through BuzzPort. For specific policy, refer to the detailed section for that category. Since BuzzPort is an official Institute resource, all authorized users must abide by applicable Institute policies and guidelines. At a minimum, these include the following:

- Computer Network and Usage Policy
- Data Access Policy
- Policies and Guidelines Concerning the Publication of Information via the World-Wide Web

1 Words that are bold and italicized are defined in Section 6.
Copyrighted Materials Usage

Mass E-mail Distribution Guidelines

Access by External Entities to Institute Information Technology Resources Policy

Appropriate departmental policies may also apply when using any departmental resource to access the Portal for any purpose.

Failure to comply with approved Institute-wide and departmental policies can result in the loss of BuzzPort access, computing privileges, and enforcement of appropriate Georgia Tech disciplinary procedures as well as applicable criminal and civil penalties.

3.1 PORTAL ADMINISTRATION

BuzzPort is a strategic Georgia Tech resource that is not “owned” by any single department. Executive leadership has implemented a model for sustainable program administration.

The Provost and Senior Vice President for Administration and Finance provide executive sponsorship. These two individuals approve all major Portal initiatives requiring the commitment of Institute resources. They have officially chartered the following groups:

- Program Sponsors provide leadership and oversight of the entire program. These include the Vice Provost for Undergraduate Studies and Academic Affairs and the Chief Information Officer.

- The Portal Support Team implements, supports, and nurtures the Portal initiative. The Team is led by the Portal Steward who is responsible for ongoing operation of the program. It includes the necessary functional, technical, and project support expertise to accomplish agreed upon objectives.

- A Steering Committee made up of academic, research, student, and administrative advisors guides the Portal Support Team in implementation and on-going development efforts. They also identify, prioritize and prototype new functionality.
3.2 USER ACCESS

BuzzPort is a conduit to facilitate easy access to a variety of information technology resources. BuzzPort accounts are created automatically for users in the Georgia Tech Community. Accounts are created and administered by the Georgia Tech Office of Information Technology’s (OIT) automated Account Management System. The Portal Steward is responsible for defining the structure and characteristics of access groups with appropriate guidance from the Steering Committee and Portal Support Team. The Steward will fully document the access groups’ structure and assure knowledge transfer and sustainability of this process.

3.2.1 OBTAINING ACCESS AND CHANGES IN USER ROLES

Members of the Georgia Tech Community will be able to access BuzzPort using their GTAccount. While accessing BuzzPort, users will exercise privileges assigned to their user role(s). It is not acceptable for any individual to circumvent or attempt to obtain access to services or information not appropriate to one’s authorized role.

Accounts will be created and activated based upon information associated with the GTAccount and Banner. Default user roles (access groups) will be automatically assigned to students, faculty and staff based upon attributes in Banner. Creation and assignment of roles other than the defaults will be granted based upon approved
need. Role definitions will only be defined and assigned by the Portal Support Team after verification of appropriate need and approval by the Portal Steward.

Users requiring more than the default type of access should submit requests through the OIT Customer Support Center. All BuzzPort help requests are forwarded directly to the Portal Support Team.

Since BuzzPort is an information gateway providing easy access to many other systems, some non-BuzzPort systems may require their own unique user authorization and authentication protocols, usually in the form of a specific user id and password. Usage and access policies for these systems along with their support services exist outside the supported BuzzPort environment. Details on the policies, procedures, and support structures of these systems are beyond the scope of this Policy.

Any changes in a user’s status at Georgia Tech may impact that user’s GTAccount and or user roles. Most of these changes will automatically be reflected in the user’s BuzzPort account. These changes can include account creation, deactivation, deletion, and default role assignments.

A user can have multiple roles. For example, a user could be a faculty member, and a student as well as a Portal publisher. This would mean that the user account is affiliated with three roles. Role attributes affect the granularity of a user’s permission to access distributed web content and services. Users must submit a change request through the OIT Customer Support Center to request a role change. Such requests will be routed to the Portal Support Team for action. Examples of situations requiring a change in access privileges include:

- A user leaves one department and is hired by another.
- A user has been identified as the new Targeted Message Publisher for the Registrar’s Office. His or her predecessor no longer works at Georgia Tech.
- Change in policy or procedure at the unit level that results in change in access privileges in the Portal.

3.2.2 TERMINATION OF BUZZPORT ACCESS

BuzzPort accounts will be terminated in accordance with existing policies and procedures for account termination. At a minimum, user accounts flagged for deactivation in the automated account management system will fail authentication if there is an attempt to access BuzzPort.

Users with special circumstances are responsible for contacting the OIT Customer Support Center prior to change in status to avoid automatic account termination. Such requests shall be forwarded directly to the Portal Steward who will engage the
appropriate parties to evaluate the situation and make a decision as to the appropriate access.

3.3 E-MAIL

BuzzPort uses the OIT campus *Spectrum* Web E-mail client and backend servers. This service includes automatic virus protection for e-mail attachments and technical support through the OIT Customer Support Center.

3.4 TARGETED COMMUNICATIONS

Targeted communications (whether campus-wide or to a subset of the Georgia Tech Community) will be reserved for “official Georgia Tech business” and shall be consistent with the Mass E-mail Distribution Guidelines. Examples of official business include, but are not limited to, emergency response announcements, weather closings, changes to Institute policies, important deadlines, etc. Targeted Messages directed to BuzzPort course/group members, should be appropriate to the nature under which the group was sanctioned. BuzzPort targeted communications will not be used as an advertising/marketing medium to solicit potential audience members for such things as sporting events, academic seminars, administrative meetings and other such gatherings. Such communications may be appropriate when used within a BuzzPort group when such announcements are limited in scale, acceptable to members of the group, and contains content appropriate with the nature under which the group was sanctioned.

Targeted communication is just one of many communication mechanisms at the disposal of Portal users. Because it is the most intrusive form of communication, it shall be the most circumspect in its application. Initially, this Policy provides main campus offices with the right and responsibility to publish targeted communications to internal audiences as follows:

**BuzzPort Group Leaders and Group Members with message publishing privilege**

---Content: Appropriate to the nature under which the group was sanctioned

---Audience: Group members

**Institute Communications & Public Affairs (ICPA)**

---Content: Critical, time-sensitive announcements

---Audience: Entire campus or subset of campus as appropriate, including the targeting of group membership sets sanctioned by this unit

**Office of Information Technology (OIT)**
--Content: Announcements related to operations of campus computing systems and networks.
--Audience: Entire campus or subset of campus users as appropriate, including the targeting of group membership sets sanctioned by this unit

Registrar’s Office

--Content: Academic support
--Audience: Students, faculty, and staff as appropriate, including the targeting of group membership sets sanctioned by this unit

Student Affairs

--Content: Student-life information
--Audience: Students, including the targeting of group membership sets sanctioned by this unit

Auxiliary Services

--Content: Service issues related to food, housing, parking, etc.
--Audience: Students, faculty and staff as appropriate, including the targeting of group membership sets sanctioned by this unit

Office of Human Resources

--Content: Administrative announcements
--Audience: Faculty, staff and students, as appropriate, including the targeting of group membership sets sanctioned by this unit

Portal Steward

--Content: Operational announcements about the portal (upgrades, downtime, etc.)
--Audience: Entire campus or subset of campus as appropriate, including the targeting of group membership sets sanctioned by this unit

Each one of these offices will be responsible for reviewing the information prior to publishing to ensure that it is in compliance with all appropriate Institute policies and that there is contact information for all announcements. Each announcement shall
include the senders BuzzPort account username at the bottom. Failure to exercise this responsibly could result in the loss of BuzzPort access, computing privileges, and enforcement of appropriate Georgia Tech disciplinary procedures.

3.5 CALENDARING

BuzzPort provides web-based calendaring for all BuzzPort users. Course Group calendars for faculty and students are automatically generated based upon data from the Banner Student Information System. Given the population of potential BuzzPort users, BuzzPort calendaring will have the broadest availability of any centrally supported calendaring service. This Policy recognizes that multiple calendaring options exist, and that the number of supported solutions is variable over time.

This Policy pertains only to calendaring within the BuzzPort environment and will be subject to an Institute-wide calendaring policy if and when adopted.

3.5.1 INSTITUTE CALENDARS

- BuzzPort provides a framework to host sanctioned Institute calendars. The Portal Steward in consultation with the Steering Committee and Institute Communications and Public Affairs is responsible for sanctioning all officially maintained Institute calendars that are served from BuzzPort. These Institute calendars consist of an academic calendar (Registrar), Ferst Theatre schedule (Director), athletic events (Athletic Association), training and seminars (OHR), career services’ events (Director of Career Services), and student activities (Dean of Students). These calendars may be placed on an Events Channel and should reflect a broad-based interest within the Georgia Tech Community. These calendars may be combined for a comprehensive Institute Calendar which may be placed on a Campus Events Channel, to appear on all users’ default BuzzPort home pages.

3.5.2 GROUP CALENDARS

A group calendar is automatically created for every group that exists under the group index on BuzzPort. Any user who is an active member of a group can view that group’s calendar contents. The calendar name for any group will automatically reflect the group name.

3.5.3 PERSONAL CALENDARS

Each BuzzPort account will have a personal calendar identified by the user’s name. It is strongly suggested that all personal calendars created by users begin with the same name that is used to identify the user. For example, if George Burdell’s personal calendar is named “George P Burdell”, any additional calendars created by George should begin with this user name. For example, George could create a calendar called “George P Burdell Study Schedule”. This naming convention
facilitates calendar look-up from the calendar tools in BuzzPort and reduces potential confusion with other non-personal BuzzPort calendars.

Any personal calendar names deemed inappropriate by the Portal Support Team, Steering Committee, or Sponsors are subject to immediate removal.

3.5.4 COURSE CALENDARS

Each course group will have a course group calendar automatically generated from data available in Banner and named after the term and course field in Banner. Only the instructor(s) of record or assignee will be able to modify a course calendar. WebCT course calendars must be maintained separately from BuzzPort calendars.

3.5.5 CALENDAR AVAILABILITY

Requestors, administrators, and users of these calendars must be aware of the following conditions:

- Users will not be able to access these calendars if BuzzPort is unavailable.
- Individual users are responsible for their own calendar data, syncing and backing up as they deem appropriate. User documentation providing useful calendar information on topics such as synchronization of BuzzPort calendars with PDA’s and other calendar systems is available on-line.

3.6 GROUP MANAGEMENT

Group portals and subgroup portals are a dynamic component of the BuzzPort framework. Each group and subgroup can have their own guest homepage, member homepage, e-mail list, calendar, message board, chat room, access links, posted articles, group file sharing, and photographs. Groups can be either public or restricted. Groups are available under a variety of categories listed in the groups index.

3.6.1 REQUESTS FOR GROUP PORTAL CREATION

Requests for group creation must be submitted under the appropriate group category utilizing the request mechanism available in BuzzPort. Requests will be evaluated based upon appropriateness for the group category. All groups require official sponsorship by an appropriate school, department, or other campus entity that has been granted approval to maintain a group category. For example, someone authorized by the Dean of Students will review and approve all group requests submitted under the “Student Organizations” category. For administrative, academic, and other group categories, an appropriate representative at the local unit level will
review and approve group requests. Group requests must include the appropriate group naming prefix and group category information in order to be processed. A group request is submitted through the "create group" option which presents a tabular form to submit the following information:

- Group name – names must adhere to published naming conventions
- Short description that will appear next to the name on lists
- Long description detailing the proposed group’s purpose and mission
- Type of Group – with a choice to be either a public or restricted group. A restricted group requires a user to submit a request through the portal and obtain approval from the group leader in order to join the group.
- Acknowledgement of Leadership – the requestor will become the Group Leader and must acknowledge awareness and acceptance of leadership responsibility in the request by clicking a check box.
- Through check boxes, the requestor must indicate which group tools will be activated for the group and which group features can be delegated.

Requests for group portal creation may not be approved for the following reasons:

- The request includes inaccurate or incomplete information
- The group name does not adhere to published naming conventions
- The group leader is not willing to accept the responsibilities of this role
- The requestor is attempting to circumvent Institute policy
- A group portal already exists that meets the intended purpose
- The purpose is deemed to be inappropriate for the group category

Subgroups are not subject to the group approval process. They are created at the discretion of the group leader of the parent group. Group leaders must assure:

- Subgroups are only created for purposes consistent with the mission of the parent group
- The responsibilities of a subgroup leader are the same as a group leader
- Delegation of subgroup leadership responsibilities is only made to individuals who are familiar and accept the group leadership responsibilities specified in this Policy
- Assigning membership to a subgroup automatically creates membership to the parent group

3.6.2 GROUP PORTAL TERMINATION

BuzzPort groups can be deactivated and/or terminated for the following reasons:

- By request of the group or subgroup leader
- Content is contrary to Institute policies
- Content is out of date
• By request of the individual who is responsible for maintaining the group category
• Failure to comply with applicable policies
• Group leader loses privileges

Requests for group termination should be submitted to the OIT Customer Support Center.

3.6.3 GROUP LEADERSHIP

Group and subgroup leadership is an important responsibility. Without exception, any individual accepting this role is responsible for moderating group content to the degree necessary to assure that all applicable Institute policies are followed. This stewardship extends to transitioning the group to new leadership through the group management tools when the group leader is to leave the Georgia Tech Community. If Portal group tools are used in a manner contrary to Policy, the Group Leader should take appropriate actions in coordination with the individual who is responsible for maintaining the group category. This individual is identified by group category in the “groups policy” section of BuzzPort. In order to join a group, a potential group member is informed through membership criteria and/or policy dialog boxes about usage protocols that pertain to all members. Potential members are also informed that a breach of protocol may result in the loss of membership, or other applicable disciplinary actions.

3.6.4 TRANSFER OF GROUP LEADERSHIP

Group leaders who need to delegate or transfer leadership authority should notify the individual who is responsible for maintaining the group category as published in the “groups policy” section of the Portal. Group leadership can only be transferred to individuals who willingly accept the responsibility. The following list contains examples of situations where group leadership should be transferred:

• The group leader is leaving Georgia Tech and the group needs to continue
• The group leader no longer has an interest in leading the group and a new leader has been identified
• The group organization may choose to have group portal leadership change periodically as part of their group charter

3.6.5 TERMINATION OF GROUP PORTAL LEADERSHIP

Group leaders who fail to carry out this responsibility are subject to loss of group leadership, computing privileges, and enforcement of applicable Georgia Tech disciplinary procedures as well as criminal and civil penalties.

Group leaders can lose group leadership privilege in the following ways:
• By choice to no longer be the leader of a group, thereby terminating the group.
• By choice to no longer be the group leader and transfer group leadership
  privilege to an appropriate user in the group willing to accept the
  responsibilities.
• Through termination for one of the reasons stated in the “GROUP PORTAL
  TERMINATION” Section.
• Failure to fulfill the responsibilities of a group leader.
• Failure to comply with applicable policies.

3.6.6 GROUP MEMBER APPEALS

Group members who feel that a Group Leader has taken unwarranted action can
make appeal. Appeals should be submitted to the appropriate contact that is
identified by group category in the “groups policy” section of BuzzPort. The individual
administering the group category is the first level of appeal. Their decision can be
appealed to the Portal Steward. The Portal Steward will coordinate with the
necessary authorities to make a final ruling. Depending on the situation, these
authorities may include representation from one or more of the following areas:

• Dean of Students
• Office of Human Resources
• Office of Legal Affairs
• Office of Information Technology - Information Security
• Appropriate Academic Unit(s)
• Appropriate Administrative Office(s)

Rulings on appeals escalated to the Portal Steward are considered final.

3.7 COURSE MANAGEMENT

The faculty community at Georgia Tech utilizes a wide variety of course management
tools in a continual effort to meet specialized instructional requirements across
multiple academic disciplines. BuzzPort provides a Course Group for all courses that
exist in Georgia Tech’s production Banner System. The Banner System includes
every academic course for which students can matriculate under open registration.
These Course Groups provide students with a common framework to access all web-
based instructional content that a faculty member wishes to provide, regardless of
location. BuzzPort provides basic course management functionality for faculty who
wish to use it. The long-term objective is for departmental course management
solutions and BuzzPort functionality to be complementary, co-directional, and
mutually beneficial to the greatest extent possible. For this reason, content linking to
alternate course management systems is easily maintained through a point and click
interface. The user should be aware that usage and access policies for some course
management systems along with their support services exist outside the supported
BuzzPort environment. Details on the policies, procedures, and support structures of
course content systems outside of BuzzPort are beyond the scope of this Policy.
Course groups exist for a limited period of time to serve the needs of instructors and students for a specific course during its active term. Users of course groups should plan accordingly, and archive any course group materials that they wish to maintain past the end of term. Users should consider requesting BuzzPort non-course groups for needs that extend beyond an academic term.

The intended uses of BuzzPort course management functions include:

- Provide students a common gateway to access Georgia Tech’s dynamic web-based instructional realm
- Provide faculty a framework to consolidate access points for distributed, best-of-breed course management solutions
- Provide faculty an easy-to-use method to e-mail students and share electronic course resources
- Provide faculty with very basic course management functionality for those who wish to use it
- Provide faculty a gateway to WebCT for those who wish to use it
- Provide a framework for on-going multi-disciplinary collaboration in the delivery of web-based instructional tools
- Provide a method whereby the BuzzPort Course Gateway can include easy to create links to point to any web-enabled course site authorized by the faculty member teaching the course

Course instructors are directly responsible for ensuring that access to electronic course resources conforms with appropriate academic practices at Georgia Tech. At a minimum, use of the following should comply with “Best Practices” at Georgia Tech.

- Adding members to a course group
- Management of the Course Group Webspace
- Use of BuzzPort Course Group and associated tools
- Assigning or delegation of management privileges for BuzzPort Course Tools
  - File Sharing
  - Managing Course Membership and access to course materials
  - Managing the Course Calendar
  - Delegation of Course leadership to those not identified in Banner as Course Instructors
- Compliance will appropriate use of copyright, trademark, and intellectual property

Faculty use of the default Course Group is discretionary. However, in order to fully achieve the vision of a common gateway for students, faculty are strongly encouraged to include link(s) in the default Course Group to point to the location of their web-based instructional materials or provide such course materials through the group file sharing available to course group members. Faculty members who utilize
the WebCT Course Management System and who wish to direct students into
WebCT, may activate the WebCT connection from the default My Courses list.

3.8 PERSONALIZATION

BuzzPort users are granted personalization privileges associated with their user
role(s). The Portal Support Team will manage the layout of protected content for
each role. Portal users should not customize content or layout in any way that
violates Institute policy.

3.9 CONTENT MANAGEMENT

While only limited content management functions are available within the supported
BuzzPort framework, the primary goals of content management are to 1) ensure
adherence to Institute policies, 2) provide content that is pertinent to Portal users, 3)
avoid outdated content, and 4) remove inactive or expired content. These functions
are administered based upon user role(s) and are summarized as follows:

• Portal Steward – coordinates policy/standards development for content
management and assures that an administrative structure is in place to
implement Policy. Coordinate development of screen layouts for user roles;
assure macro-level content meets standards.
• Portal Support Team – assign user roles, and coordinate with users who have
distributed content management responsibilities.
• Faculty – assure that all course and research related content meets BuzzPort
standards.
• Group Leaders – responsible for group compliance with all Georgia Tech
policies and practices.
• Web Masters – the Portal Support Team is responsible for web content hosted
inside the Portal framework. Content for systems hosted outside the Portal
framework, such as departmental web servers, is not the responsibility of the
Portal Support Team.

It is important to adhere to the following guideline as stated in “Policies and
Guidelines Concerning the Publication of Information via the World-Wide Web” in
Section 4.1:

“The content of any such pages must not violate applicable export laws and
regulations; must not constitute a copyright or trademark infringement; and must not
otherwise violate any local, state, or federal laws. To the average person, applying
contemporary community standards, the dominant theme of any page taken as a
whole shall not appeal to the prurient interest, such as does pornography.”

3.9.1 Group File Sharing
BuzzPort provides baseline communal file sharing for active members of BuzzPort groups, including subgroups and courses. This file sharing utilizes a web based interface allowing group members to submit files for publication to the group. The group leader, along with any group members who have been granted file management privilege, must determine if the submitted files are appropriate and then accept or reject them for inclusion in the group file share. It is the group leader’s responsibility to ensure that any files accepted into the group file share are appropriate with the nature under which the group was sanctioned, and comply with appropriate trademark, copyright, intellectual property. Additionally, group file shares must comply with all institute policies with respect to appropriateness of content. Group file sharing is considered a privilege, and any violation of the group file sharing policy can result in immediate deactivation of the group.

BuzzPort group file sharing is available to all BuzzPort groups and courses. Size limitations are imposed for aggregate and individual file sizes. These limits are subject to change due to current availability of storage space and system performance. It is a violation of policy to create subgroups for the sole purpose of increasing a group’s disk quota.

All group and course group members wishing to utilize the group file share feature are responsible for installing and maintaining the most recent version of the campus supported anti-virus software to ensure that any uploaded files are free from viruses. Group leaders, along with any group members who have been granted file management privilege, may deactivate group membership for repeated violation of this requirement.

Group leaders are responsible for maintaining the group file space over time, including the removal of outdated material that is no longer appropriate to the immediate needs of the group.

3.10 CHANNEL ADMINISTRATION

Channel development is a highly flexible feature of the BuzzPort framework. Channel administration includes the creation and publishing of high value content and services for the Georgia Tech Community. Ideally, channels permit information resources to be more easily accessed, understood, and used by BuzzPort users in their fulfillment of Georgia Tech’s mission.

3.10.1 CHANNEL CREATION

A BuzzPort channel is a customized method for publishing information for some subset of the BuzzPort population. Channels can be selected by the user from an approved list available in the BuzzPort environment. The origination of these channels may come from Georgia Tech and non-Georgia Tech sources. Georgia Tech channels can be made available by authorized units within Georgia Tech upon approval as described below.
Those seeking to publish a channel are strongly encouraged to join the BuzzPort Channel Group and discuss channel creation issues with this forum and the Portal Support Team prior to submitting their Channel Request Form. The latter form will, at a minimum, require the following information (along with other information as needed):

- Requestor Name
- Intended Audience – who will benefit from viewing the channel;

Requests will be reviewed by the Portal Support Team and the Steering Committee in light of the entire BuzzPort framework. Decisions and rationale for acceptance or non-acceptance will be communicated back to the requestor. All decisions will be final.

Approved channels are not to be modified in scope or intent from the original authorization. Since any changes to the channel can impact Portal performance, any modifications to the channel template must be approved and tested prior to publishing.

3.10.2 CHANNEL PUBLISHING

Once channels have been approved and developed, the Portal Steward, Portal Support Team and channel publishers will assure quality assurance testing is performed prior to publishing. The Portal Steward and channel publishers are the only users authorized to publish BuzzPort channels.

All channel publishers are responsible for the content within their channel and must comply with all applicable Georgia Tech policies, including issues of copyright, responsible language, and other items listed in Section 3.0 of this Policy.

Georgia Tech Channels must be sanctioned and sponsored by a sustainable Georgia Tech entity that has been granted approval to sponsor channels. This sanctioning process is similar to that described in the Groups Management section of this document. Georgia Tech channel names, depending upon application and where they are deployed may be required to reflect an appropriate channel naming prefix.

3.10.1 CHANNEL SUBSCRIPTION

Georgia Tech has two required channels for all BuzzPort users, the “Campus Announcements” and “Messages” Channels. These are fixed in location on the main page of all BuzzPort users and can not be changed.

A campus unit may wish to require their constituents to subscribe to an authorized channel based upon their local policies.
3.10.4 **CHANNEL TERMINATION**

Channels that are not effectively maintained or are in violation of Institute policies will be subject to removal from the BuzzPort environment.

4.0 **UNIVERSAL RESPONSIBILITIES**

In summary, BuzzPort users should:

- Be aware of sound password policy and how to choose good passwords
- Be aware that it is a violation of campus policy to share a password
- Be aware of and adhere to the BuzzPort Portal Usage Policy as well as all other applicable Georgia Tech Policies
- Be aware of and adhere to applicable departmental policies
- Be aware of and take advantage of training opportunities as needed
- Know who to go to with computer-related problems
- Always be ethical in the use of BuzzPort resources

5.0 **POLICY CHANGES**

This Policy is subject to review and may be modified at any time. The Policy will be formally reviewed at least once each calendar year, or in conjunction with significant system upgrades, whichever occurs sooner. The Portal Steward will coordinate future Policy development and maintenance. This will be done in collaboration with the Steering Committee.

6.0 **DEFINITIONS**

*Access Group* (also known as *User Role*) – A common set of privileges that can be assigned to multiple BuzzPort users.

*Authorized Portal User* (also known as *BuzzPort User*) – Any individual affiliated with Georgia Tech who has obtained BuzzPort access through official Institute procedures as specified or referred to in this Policy.

*Authorized Units* - Georgia Tech sanctioned academic departments (Colleges, Schools, and Centers) and Georgia Tech organizational business groups, such as CETL, CEISMIC, Georgia Tech Athletic Association, Office of Information Technology, Department of Housing, Business Office, Office of Contract Administration, etc.

*Availability* – The percentage of time (compared to 100%) during which an authorized user can retrieve information when needed. Information can be unavailable due to destruction/erasure, system or network outage, or overload.
**Calendaring** – The process of maintaining and viewing a schedule of user-defined events and activities through the utilization of portal tools.

**Campus Announcement** – A targeted announcement approved by Institute Communications and Public Affairs delivered via e-mail and a protected BuzzPort channel to all BuzzPort users.

**Campus Announcements Channel** – A protected channel for display of web-based announcements available to all BuzzPort users.

**Channel** – A presentation box used to target relevant information to a BuzzPort user. A method of providing related data in a bordered presentation format with click through access to expanded content or Web resources.

**Channel Publisher** – A user who has been granted authorization for publishing BuzzPort channel content.

**Departmental Policy** – Policy approved at the department or unit level that complements but does not supersede Institute-wide policies.

**Events Channel** – A channel used to display calendar events within the BuzzPort framework.

**File Sharing** – A web based tool that provides group members the capability to upload files for publishing to members within the group. Files are only published after approved by the group leader or assignee.

**GTAccount** – A computer account issued to all faculty, staff and students (also referred to as prism id, Kerberos id, Georgia Tech Computer Account, or Faculty/Staff userid).

**Group** – A set of BuzzPort users who share membership in a group portal.

**Group Category** – A classification that represents a subset of groups within the BuzzPort Group Index.

**Group Index** – A list of group categories available in BuzzPort.

**Group Portal** – A set of shared web-based tools made available based upon membership.

**Institute-wide Policy** – Policy approved by authorized administrators and which applies to the entire Georgia Tech Community.

**Messages** – Targeted announcements delivered in a portal channel interface and/or e-mail based upon specific attributes such as a user role, major, or group membership.
*Messages Channel* – A channel for displaying messages targeted to any subset of BuzzPort users.

*PDA (Personal Digital Assistant)* – A hand-held computer that allows one to store, access, and organize information.

*Portal* – A personalized single point of access to consolidated web-based digital content and collaborative tools organized for straightforward usage.

*Public Group* – A group that any BuzzPort user is able to join.

*Publisher* – A user who has been granted administrative rights to send targeted announcements.

*Restricted Group* – A group whose membership is subject to restricted access criteria.

*Subgroup* – A group whose membership is comprised of a subset of users affiliated with another BuzzPort group.

*Spectrum* – An e-mail system supported by the Office of Information Technology that provides students, faculty, and staff with multiple types of secure access.

*Synchronization (syncing)* – The process of exchanging events between disparate devices or systems that independently host calendaring systems.

*User Role* – A subset of Portal users representative of a certain demographic category of users in the Georgia Tech Community. For example, “Student” exists as a role within the Portal and contains the subset of Portal users that are defined in Banner to be students. “Faculty” is also defined in a similar way and exists as a role within the Portal environment.
7.0 APPROVALS

Provost – Academic Affairs

Senior Vice President - Administration and Finance

Vice Provost – Academic Affairs and Undergraduate Studies

Chief Information Officer

Effective Date