



SHU ON iTUNES U

<https://itunesu.sacredheart.edu>

iTunes U Representative Form For SHU on iTunes U

Although the Information Technology Department (ITD), the Office of Institutional Advancement (IA) and Web Content Management is responsible for overall coordination of SHU's iTunes U site, SHU relies on its schools, departments and other organizations to create, promote, and manage their content through one or more iTunes U Representatives.

_____ wishes to participate in SHU on iTunes U.

(Please print Department or Organization Name)

I _____ appoint _____

(Please print)

(Please print)

as the iTunes U Representative for the School/Department/Organization. The School/Department/Organization and I take responsibility for complying with all SHU's policies and procedures relating to iTunes U.

Name: _____ Title: _____
(Please print) *(Dean/Department Head/Manager/Advisor)*

Signature: _____ Date: _____

Name of iTunes U Representative: _____

Campus Address: _____

Campus Phone: _____ Cell Phone: _____ Other Phone: _____

E-mail: _____ SHU ID: _____

I agree to fulfill the responsibilities for _____
(Please print School/Department/Organization Name)

in the position of iTunes U Representative as set forth in SHU's policies and procedures for iTunes U Representative.

Name: _____ Title: _____
(please print) *(please print)*

Signature: _____ Date: _____

Please complete a separate form for each representative. Send one copy each completed form to the Media Services Department (HC115B).

iTunes U ADMINISTRATOR USE ONLY

Approved by: _____ Date: _____



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iTunes U Representative Policy For SHU on iTunes U

SHU on iTunes U (<https://itunesu.sacredheart.edu>) went public on September 1, 2008 with Information Technology Department (ITD), the Office of Institutional Advancement (IA) and Web Content Management as the initial site developers. The University is now ready for the next phase where participating SHU organizations take responsibility for creating, promoting, and managing their own content.

To that end, Information Technology Department (ITD) requests that all Deans, Vice Presidents, Managers, or Advisors appoint an iTunes U representative for their area. For larger organizations, multiple representatives may be appropriate. Representatives might be an existing webmaster/information provider and, for larger organizations, someone with public relations responsibilities. ITD will provide technical support for the iTunes representatives as well as offer training for content creators.

THE MAJOR RESPONSIBILITIES OF THE ITUNES U REPRESENTATIVES ARE:

- monitoring content created by your organization for compliance with SHU's Acceptable Use, Copyright and other relevant policies;
- assisting with content creation as necessary;
- uploading podcasts and other materials to iTunes U for your organization that are optimized for iTunes U;
- maintaining your section of iTunes U (monitoring disk usage, deleting out-of-date files, etc).

IN PARTICULAR, SCHOOLS, DEPARTMENTS AND ORGANIZATIONS ARE RESPONSIBLE FOR ADHERING TO THE FOLLOWING POLICIES FOR PUBLICLY ACCESSIBLE MATERIALS:

- All content publicly accessible within SHU on iTunes U must have been created by or on behalf of your school, department or organization.
- No intellectual property created by others, including text, images, video, music or other materials, may be included unless the materials are in the public domain or SHU has written permission to distribute such materials on iTunes U.
- No content that might be considered by any person to be slanderous, libelous or otherwise injurious to another party, including SHU, may be uploaded to iTunes U.
- The University may remove without notice any materials for which it receives a complaint or that it deems to be questionable.

As part of the appointment process, we ask that the attached form be completed to identify the representative for each school, department, or organization and to indicate that the school, department, or organization assumes responsibility for content uploaded on its behalf.

Please keep this page for your records.