II. GENERAL GROUP POLICIES

Group Creation and Membership

Any University faculty member, staff member, student, or other authorized DePauw Google Apps account holder may become a Google Group member. Campus-based organizations and departments also may request Groups, but an individual within the Group must be desd20 0 Tm /TT3.0 1 Tf [(ma) 6 1 TOT **Q** 0 ms 4 m-3

program, or similar University representative to distribute official information and/or facilitate communication and/or coordination around a particular topic or theme. Members are typically presubscribed by virtue of their position, roles, or responsibilities at the institution.

Examples of Official Groups include, but are not limited to:

• Course-related or major-related lists of students (e.g., chemistrymajors@depauw.edu).

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C. Ad-Hoc (User-Created) Groups

An Ad-Hoc (User-Created) Group can be created by anyone with a DePauw Google Apps account and does not require any approval prior to creation.

Each Ad-Hoc Group is maintained by the person who created it and must abide by the following:

- All Ad-Hoc (User Created) Groups will have a suffix of '-group' (e.g., ISDeptBowlingTeam-group@depauw.edu).
- The creator acts as the Group Owner who manages the Group's behavior per the guidelines defined elsewhere in this document.
- Members are added by voluntary self-subscription with the option to opt-out.
- Members of the Group must not be subscribed without their permission.
- Group names must not contain obscenities or any offensive language.
- The Group name should reflect the group to which it pertains and should not attempt to represent itself as another body or organization.
- Information Services reserves the right to rename or remove any group deemed to be named inappropriately. This may result in all corresponding mail and data within the Group becoming unavailable.
- The Group Owner is responsible for transferring group ownership to another user prior to his/her
 planned departure from the University (e.g., upon graduation, retirement, or end of employment).
 Otherwise, Information Services reserves the right to remove the Group without notice when the
 Owner's account is removed per the University IT Account Policies.

If there is a requirement that the Group address does not contain the '-group suffix, the Group should be requested through Information Services and will be named based on the naming conventions currently in place (and agreed through discussion with the requester).

IV.