

# Carleton Community Sites Ownership and Expectations Agreement

## My (The Site Owner's) Responsibilities

- In my usage of this site, I will abide by the codes of conduct set out to me as a member of the Carleton community. This includes but may not be limited to behavior outlined in the [Campus Handbook](#) and [Information Technology Services' Acceptable Use Policy](#). I understand that violating these codes can result in the suspension or removal of my site.
  - In accordance with these codes, I understand that I may not use this platform to engage in commercial ventures. Though certain plugins, add-ons, or other softwares of that nature exist on the Internet which would make it possible for me to use this platform for e-commerce or other financial ventures, I understand that using these softwares in this capacity so would be a violation of these codes and would be grounds for the suspension or removal of my site.
- I maintain the rights to any content I create on or for this site, though I grant Carleton College and its affiliates permission to use, host, transmit, or modify content and data that is part of the site, for the specific purposes of hosting and maintaining the site.
  - At any time during my period of ownership (defined as my remaining time at Carleton plus two years from my date of departure)<sup>1</sup>, I have the right to revoke this permission by contacting the College and requesting that my information be removed. I will have the option to retrieve a copy of my data from Carleton at any time during my period of ownership. After this period, if no new owner has been established, the site's data will be removed from the College's hosted space.
  - I may choose to waive the aforementioned period of ownership and request that my data be removed before this point; however, in doing so I understand that after its removal, the College will not be responsible for providing me with any copies or backups of my data.
  - I may choose to add co-contributors to the site; if Carleton is to continue hosting the site after my ownership expires, one of these co-contributors must be a member of the Carleton community and must take over ownership by the time my ownership of the site ends.
    - For example, if my website is affiliated with my work for a given department, program or office, and that group consents to take over ownership of my site upon the termination of my ownership, Carleton will

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<sup>1</sup> The period of ownership set out in this agreement and all related responsibilities apply specifically to sites created on cPanels which do not belong to the site owner (eg, a course site stored on a department cPanel). The duration of cPanel ownership is based in part around the life of the owner's Carleton email and at the time of publication of this version of the document is still under discussion.

continue to host the site. Individuals may also consent to take over ownership.

- In the event that I choose to add co-contributors to this website, these co-contributors retain the rights to their own created content in the same manner specified above. If I choose to request that the site data be removed, I understand that I am responsible for communicating with and obtaining written permission from co-contributors before the site can be completely removed.
- The one exception to the prior statement is this: if my period of ownership expires without my having found an individual or group that has consented to take over ownership, my site data will be removed without consideration for the consent of co-contributors. It is my responsibility to communicate this possibility to any co-contributors I take on.
- I understand that, with regards to my site and for the purposes of determining conduct violations, I am responsible for the content created by and the behavior of any co-contributors I choose to entrust with my site.
- I understand that agreeing to these terms confirms that the maintenance and management of my individual site is my responsibility and no one else's. I may choose to outsource maintenance and management services either within the College or without; however, this choice will not waive me of responsibility for the state or content of my site.
- To the best of my ability, I will practice responsible file management. This practice is intended to ensure fair and equal usage of college resources for all community site owners and contributors.
  - For example, if it is discovered that my site is taking up a disproportionate amount of storage space, I will comply with reasonable requests to modify my site in order to reduce its overall file size.
- To the best of my ability, I will practice inclusive, accessible design. Where I am unfamiliar with the principles of accessible design, I will default to the guidelines outlined in resources provided by the College.

### **Carleton's Responsibilities**

- Carleton College agrees to host my site for a period of time equal to my period of ownership as defined above. At the end of this period, I will have the option to migrate my site to my own domain via Reclaim Hosting (Carleton's current hosting provider) or obtain a copy of my site in order to host it somewhere else, on a platform of my choice. The College will not bear any expenses associated with this migration.
  - As outlined above, Carleton agrees to continue hosting the site after my period of ownership expires under the condition that ownership be transferred to an individual or group currently affiliated with the college; this individual or group must consent to take on the same responsibilities and abide by the same expectations outlined in this document.

- Carleton is committed to working with our hosting provider in order to maintain the overall longevity of our sites and ensure site access with minimal disruption. In the event of circumstances outside of the College's control, Carleton will do its best to return sites to the control of their administrators as quickly and in as close to prior condition as possible.
  - In the event of software updates or similarly necessary changes to any software used in the hosting and development of your site, Carleton reserves the right to update your site where needed for purposes of cybersecurity. The College will notify you of major software updates, along with the possibility that your site will be affected by such updates.
- Carleton agrees not to host, transmit or modify any content or data relating to your site for any purpose other than those which can be reasonably expected to be required for hosting and maintenance, with the following exceptions: by request from you or a co-contributor, with permission from you or a co-contributor, or to demonstrate the college's educational opportunities, resources and achievements.
- Carleton is not responsible for any financial, social or legal consequences arising from content created and posted to your site.

Site owners agree to abide by these terms, and violating them will be considered grounds for Carleton to suspend or remove my site. Additionally, violation of certain terms, such as the ones pertaining to conduct, may be considered grounds for further action by the College and/or by other relevant entities.