



SMUSM

ON iTUNES U

itunes.smu.edu

ITUNES U REPRESENTATIVE FORM FOR SMU ON ITUNES U

Although Budget and Information Technology Services is responsible for overall coordination of SMU's iTunes U site, SMU 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 SMU on iTunes U.
(Please print Department or School Name)

I _____ appoint _____
(Please print) *(Please print)*

as the iTunes University Representative for the School/Department. The School/Department and I take responsibility for complying with all SMU policies and procedures relating to iTunes University.

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

Signature: _____ Date: _____

Name of iTunes U Representative: _____

Campus Address: _____

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

E-mail: _____ SMU ID: _____

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

in the position of iTunes U Representative as set forth in SMU policies and procedures for iTunes U Representative.
<http://itunes.smu.edu/faq/itunesu-rep.asp>

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

Signature: _____ Date: _____

Please complete a separate form for each representative. Send one copy of each completed form to the SMU Office of Legal Affairs and Academic Computing Services (Box 0125).

CAMPUS USE ONLY

Reviewed by : _____ Date: _____



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ITUNES U REPRESENTATIVE POLICY FOR SMU ON ITUNES U

SMU on iTunes U (itunes.smu.edu) went public on August 24, 2007 with Academic Computing Services coordinating the initial site development. The University is now ready for the next phase where participating SMU organizations take responsibility for creating, promoting, and managing their own content.

To that end, Budget and Information Technology Services (BITS) requests that all Deans and Vice Presidents appoint an iTunes University 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. BITS will provide technical support for the iTunes representatives as well as offer campus wide training for content creators. Academic Computing will support faculty who use iTunes U in their courses. Office of Legal Affairs will assist with respect to copyright questions.

THE MAJOR RESPONSIBILITIES OF THE ITUNES U REPRESENTATIVES ARE:

- monitoring content created by your organization for compliance with SMU'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 SMU 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 SMU 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 SMU, 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 or department and to indicate that the school or department assumes responsibility for content uploaded on its behalf.

Please keep this page for your records.

Last Updated: February 12, 2008 2:49 PM