E-MAIL AND WEB PAGES

Faculty members are encouraged to communicate with their students and colleagues by e-mail. A University e-mail address and e-mail account is created for each new full-time faculty or staff member when Human Resources Management submits the necessary request to Information Services. Part-time faculty members should request an account using the form available on-line or from the Help Desk operated by Information Services Customer Services. On retirement, a faculty member must make special arrangements to retain continuing access to the University e-mail and other network resources.

All users of University network resources should be familiar with and abide by the policy on Appropriate Use of Computer and Network Resources published in the University’s Professional Standards and Business Conduct Policy (http://www.northeastern.edu/neuhome/adminlinks/prostand.pdf).

Faculty members are also encouraged to develop web sites for their courses. An account on a University web server may be requested by completing the Educational Technology Center’s on-line application. The EdTech Center (http://www.edtech.neu.edu/) also provides assistance for faculty in many aspects of class use of the internet, web site development, and student sign-up procedures.

In developing email lists, web-sites, chat rooms, or other interactive courseware that mandate student participation, use of student identifiers such as social security, student identification numbers, or University assigned e-mail addresses in ways that could reveal such information to other class members or to the public violate provisions of the Family Educational Rights and Privacy Act. Masking methods, such as alternative identifiers, can be developed that facilitate student interactions while minimizing the risk to individual privacy. In addition, faculty should password-enable course-related websites and post copyright notice language if they wish to protect faculty-authored materials available at the site. Information Services has model language on-line for faculty to use

to copyright their own work,
for other authors’ copyright-cleared materials, and f
or copyrighted materials being used under the fair use provisions.

University policy prohibits faculty from posting commercial links on their web site or promoting particular vendors, except to the extent necessary to achieve the objectives of their course. If you have any questions about this policy, contact the Office of University Counsel.

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