

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES

Issued: 2016

Revised: March 2019

Edited by: Tina Stuchell

Reviewed: March 2019

Policy for Requesting and Managing Team Sites in iRaider

Table of Contents

Definitions

Term	Definition
Team Site	Collaboration Team site in iRaider or Office 365
Owner	Team Site owner

Policy Details

iRaider Team Sites

Team Sites within iRaider are a collaborative area where documents, calendars and other shared content can be housed and shared in a more organized fashion. Housing these sites in iRaider provides an environment that is more conducive to collaboration than shared drives and other means of sharing files and information. There are also places for discussion boards, a team calendar and various other useful functions.

Team Sites can be used by committees, departments, organizations, etc. The chair of the committee, department or organization, along with one other person, elected or appointed, will act as the site administrators for the team site. These persons will manage usage rights for members of the "team", approve items for posting to the site and remove old items as necessary.

Site administrators should be vigilant in the management of the information that is stored and shared on the site, as this will be the information that the rest of your team relies on.

The Office of Information Technology is available upon request to arrange training session(s) with the site manager.

File Management

As SharePoint, the technology on which iRaider is built, is wholly database driven, file space is consumed on the server by every page, folder, document and survey created. In order to keep the space from being consumed uncontrollably, it is necessary that only relevant files, pages, folders etc. stay on the server. This will also help to cut costs and time in terms of backing up the data from the server.

Files on team sites should only be left for extended periods of time as long as they are relevant. Defunct or otherwise spent files and folders should be archived or deleted from the server to conserve disk space and back resources.

The Office of Information Technology will be available to help with any issues that may arise. These items should be reported to the IT Helpdesk so that they are properly assigned and tracked in our work order management system.

Team Sites Policy TEC 8.0

Office of Information Technology

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Teams in O365 (MS Office 365)

Team Sites within Microsoft Office 365 (O365) are a collaborative area where documents, conversations, and other Microsoft applications be housed and shared between team members. Housing these sites in O365 provides an environment that is more integrated with Office applications, and more storage than iRaider, shared drives, and other means of sharing files and information.

Team can be used by committees, departments, organizations, etc. A team member can log into Microsoft online or use the Teams app create a Team Site. Member can be made owners or members, and the site created can manage the permissions of the “team.”

Once a year a site administrator will be notified if their site needs to be renewed. If the site is no longer needed, no action is needed and after the notification period the site will be removed. Once the site is removed there is no way to recover the site. If the site is still needed the owner request must reagree to the usage terms and the site will be renewed for another year. Membership roles and rights can be added or removed as needed by the current owner and passed on to the next owner.

The Office of Information Technology is available upon request to arrange training session(s) with the site manager or administrator.

File Management

Files on team sites should only be left for extended periods of time as long as they are relevant. Defunct or otherwise spent files and folders should be archived or deleted from the server to conserve disk space and back resources. Version history is available to track changes to a file, so if data needs to be recovered, the team can do so.

The Office of Information Technology will be available to help with any issues that may arise. These items should be reported to the IT Helpdesk so that they are properly assigned and tracked in our work order management system.

Site Usage

Team sites are subject to the terms of the **Technology Resources Acceptable Use Policy**. It is the responsibility of all users of the site to familiarize themselves with this policy. Team sites on iRaider are to be used only for business and/or activities relating to Mount Union. If the site is found to be in violation of this guideline it may be removed. Any data loss due to the violation of this rule is the responsibility of the team site’s administrator(s). Mount Union and the Office of Information Technology will not be liable for data loss under these conditions

PROCEDURE

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Requesting a Team Site within iRaider

Individuals and organizations wishing to make use of team site within iRaider must submit a formal request. A request can be made by [CLICKING HERE](#) to complete the **Team Site Request Form**. The site will be created and released to the requestor upon completion of training.

When a Team Site within iRaider is no longer needed the owner of the team site should contact the IT Helpdesk in order to get the team site taken down.

Team Sites Policy TEC 8.0 Office of Information Technology

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Responsibilities

Position or Office	Responsibilities
Information Technology	Creation of team sites within iRaider

Contacts

Subject	Office	Telephone	E-mail/URL
Executive Director of IT & CIO	Information of Technology	330-823-2854	IT@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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