

3357:13-19-06 NC State/OSU-M Electronic Signage System Use Policy

Electronic signage messaging screens are displayed in buildings throughout the main campus as well as the Kehoe Center for Higher Learning in Shelby and the Crawford Success Center in Bucyrus.

- (A) Purpose: This policy governs the use of the Electronic Signage System serving the Mansfield campus of The Ohio State University and North Central State College. The electronic signage system was installed to provide items of interest, e.g. timely news and information regarding events, institutional business notifications, as well as security information when necessary, to the Mansfield Campus community.
- (B) Users/Authors: There are many users throughout campus with access to provide content for display on the signage system, representing both institutions, Shared Services, and numerous groups. This access may be for a single building, buildings serving mainly OSU students, buildings serving mainly NC State students, or campus-wide access to every building.
- (C) Control of Access: Access is limited to users with unique user names and passwords. These are available from the administrator. These passwords are not to be shared with other people, students, or members of the community. If the administrator believes a password has been compromised, it may be changed without notice. If that occurs, it is the responsibility of the user/author to contact the administrator to receive an updated password for their use.
- (D) Training: Group training is usually held at the beginning of each new school year. However, training is available periodically for both new and current users and to provide updated information and technical changes. Training is always available by scheduling with the system administrator.
- (E) Author's responsibility: It is the responsibility of each author to ensure that the information displayed is accurate, and timely. It is also the responsibility of each author to remove his or her message when the effective date of the event, news item, etc. has passed.
- (F) Administration Oversight: The administrator has the authority to remove anything from the signage system.
- (G) Prohibited postings: Authors should not display information of a personal nature, e.g. birthdays, or any information that would violate federal or state laws or OSU or College policies, regulations and rules, or that would violate OSU or College contractual obligations, or that may impede OSU or College operations.
- (H) Postings permitted: Students, faculty, and staff may post information concerning their organization/department in areas designated by NC State/OSU-Mansfield administration. Limited posting is allowed for organizations that have a current

official partnership with or sponsorship of campus groups and activities, including but not limited to: fundraising; theater, music, and art collaborations; campus recreation teams and events; campus life programs; and other similar relationships. Materials from these external organizations would be received, reviewed, and posted by Mansfield Campus Student Activities Board staff in collaboration with Marketing Team for the Mansfield Campus and the Ohio State Mansfield Office of Chief Information Officer staff.

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Review Dates: 6/22/11, 1/23/18