

**CAMPUS-SUPPORTED WEB CONFERENCING SOFTWARE PLATFORMS
(POLICY ON)**

Category: Computing and Instructional Technology**Date Established:** 11/16/2021**Responsible Office:** Vice President for Finance and Management**Date Posted to Library:** 11/17/2021

POLICY SUMMARY

This policy describes use of Web Conferencing software platforms.

POLICY**Policy Statement**

This policy defines the appropriate and acceptable use of Buffalo State College campus-supported Web conferencing software platforms.

Currently, Microsoft Teams Meetings and Blackboard Collaborate Ultra are the only authorized software platforms for delivery of instruction for credit-bearing course meetings with SUNY Buffalo State students, and for the general business of the college.

Exceptions

Exceptions to this policy are extremely limited and must be approved by the Vice President for Finance and Management (VPFM).

Use of an alternative web conferencing software platform will not be supported. Exceptions may be approved for delivery of instruction, and/or for business by the VPFM, provided the product is determined by IT to meet SUNY standards regarding accessibility, data privacy and security, and campus standards with respect to identity verification. MS Teams should be used for virtual meetings and is appropriate for use with course delivery but is not a document collaboration tool. Files such as Word, Excel, and PowerPoint, should continue to be shared via Blackboard. For college business, documents should be shared using Web-based folders and files in your Office 365 environment.

This policy does not intend to define the web conferencing platform for calls or meetings generated by outside entities.

Background

Campus Web conferencing platforms Microsoft Teams and Blackboard Collaborate, are an important channel of communication for students and faculty. Use of an unauthorized Web Conferencing Platform may be in violation of other Campus or SUNY or state policy and/or federal law. The campus has implemented standard, supported Web Conferencing Platforms in order to ensure that faculty and students will have:

- Secure, private access to class meetings, and ad hoc meetings with other students and faculty,
- ADA-compliance,
- Controlled access to conversations, meetings, activities,
- An alternative to on-campus class sessions in case of pandemic, or other campus-wide emergency.

Applicability

This policy applies to all employees.

Definitions

Campus-Supported – SUNY Buffalo State provides approved infrastructure, integration, training, and support.

Web Conferencing Software Platform – A Web Conferencing Software Platform is an application that supports synchronous online communication using Web camera, voice, and screen sharing.

Accessibility - In the case of a program or activity, readily usable by a particular individual, with or without alternate formats; in the case of the web and electronic resources, accessible with or without the use of assistive technology.

Responsibility: Who should know this policy?

All employees are responsible for knowing and implementing this policy.

RELATED INFORMATION

Related Links:

[*Americans with Disabilities Act \(ADA\)*](#)

[*Campus Confidentiality Statement*](#)

[*Notification of Rights under the Family Education Rights and Privacy Act \(FERPA\)*](#)

[*Policy on the Use of Electronic Resources*](#)

[*Student Identity Verification in Distance Education Courses*](#)

[*SUNY Electronic & Information Technology \(EIT\) Accessibility*](#)

[*Campus Supported Learning Management System \(LMS\) Policy*](#)

CONTACT INFORMATION

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APPROVAL

Buffalo State College President’s Cabinet, 11/16/2021