

CARLSITES DOMAIN OWNERSHIP AND EXPECTATIONS AGREEMENT

MY RESPONSIBILITIES

In my usage of my website(s), I will abide by the codes of conduct set out to me as a member of the Carleton community. This includes, but not be limited to, behavior outlined in the [Campus Handbook](#) and the [ITS Acceptable Use Policy](#). Violating these codes can result in the suspension or removal of my site(s).

I maintain the rights to any content I create on or for my website(s), though I grant Carleton College and its affiliates permission to use, host, transmit, or modify content and data that is part of the site, for the specific purposes of hosting and maintenance.

At any time during my period of ownership, defined as my remaining time at Carleton (For students: plus two years from date of departure), I have the right to revoke this permission by contacting the College and requesting that my information be removed. I will have the option to retrieve a copy of my data from Carleton at any time during my period of ownership. After this period, if no new owner has been established, any website data will be removed from the College's hosted space.

Towards the end of my ownership period, I will have the option to migrate my website(s) to my own domain via Reclaim Hosting (Carleton's current hosting provider) or obtain a copy of my site in order to host it elsewhere, on a platform of my choice. The College will not bear any expenses associated with this migration.

I may choose to waive the aforementioned period of ownership and request that my data be removed before this point; however, in doing so I understand that after its

removal, the College will not be responsible for providing me with any copies or backups of my data.

I may choose to add co-contributors to my website(s); if any sites need to remain active after my Carleton account expires, one of these co-contributors must be a member of the Carleton community and must take over ownership by the time my ownership ends.

In the event that I choose to add co-contributors to my website(s), these co-contributors retain the rights to their own created content in the same manner specified above. If I choose to request that any site data be removed, I understand that I am responsible for communicating with and obtaining written permission from co-contributors beforehand.

If my period of ownership expires without my having found an individual or group that has consented to take over ownership, my website data will be removed from the College's hosted space.

Co-contributors may also request to take ownership of the website with the written consent of the original owner of the site.

I understand that, with regards to my site and for the purposes of determining conduct violations, I am responsible for the content created by and the behavior of any co-contributors I choose to entrust with my site.

I understand that agreeing to these terms confirms that the maintenance and management of my individual site is my responsibility and no one else's. I may choose to outsource maintenance and management services either within the College or without; however, this choice will not waive me of responsibility for the state or content of my site.

To the best of my ability, I will practice responsible file management. This practice is intended to ensure fair and equal usage of college resources for all community site owners and contributors.

For example, if it is discovered that my site is taking up a disproportionate amount of storage space, I will comply with reasonable requests to modify my site in order to reduce its overall file size.

To the best of my ability, I will practice inclusive, accessible design. Where I am unfamiliar with the principles of accessible design, I will default to the [guidelines outlined in resources](#) provided by the College.

CARLETON'S RESPONSIBILITIES

Carleton College agrees to host my site for the time equal to my period of ownership, defined as my remaining time at Carleton (For students: plus two years from date of departure).

Carleton agrees to continue hosting the site after my period of ownership expires under the condition that ownership be transferred to an individual or group currently affiliated with the college; this individual or group must consent to take on the same responsibilities and abide by the same expectations outlined in this document.

Carleton is committed to working with our hosting provider in order to support overall maintenance of our websites and ensure website access with minimal disruption. In the event of circumstances outside of the College's control, Carleton will do its best to return websites to the control of their administrators as quickly and in as close to prior condition as possible.

In the event of software updates or similarly necessary changes to any software used in the hosting and development of your site, Carleton reserves the right to update your site where needed for purposes of cybersecurity. The College will notify you of major software updates, along with the possibility that your site will be affected by such updates.

Carleton agrees not to host, transmit or modify any content or data relating to your site for any purpose other than what is required for hosting and maintenance unless requested from you or a co-contributor, with permission from you or a co-contributor, or to demonstrate the college's educational opportunities, resources and achievements.

Carleton College is not responsible for any financial, social or legal consequences arising from any content created or features added to your site(s).