

Southern Miss Podcasting Policy

Accessibility

Audio podcasts should include a transcript.

Video vodcasts should include captioning.

Communication

For assistance with the creation of podcasts and their instructional uses, e-mail podcasthelp@usm.edu.

Content

A podcaster must ensure that all necessary permissions have been obtained for any content included in the podcast not created by the podcaster. Signed consent release forms may be required if a podcast involves recording of guest speakers.

The administration does not actively monitor podcast content but does reserve the right to remove any file(s) that violate this or any other university policy regarding privacy, FERPA, or inappropriate content .

Copyright

If using audio or video files created by an external source, all of the same copyright guidelines used for other content still apply.

File Types

Only the following file types can be uploaded to the Southern Miss podcasting server: mp3, wmv, mov, m4a, m4v, mp4, mpeg, mpg.

Storage and Archiving

All podcasts are stored on the Southern Miss Podcasting server. If your quota (3GB) is exceeded, the podcaster must return account to below quota before adding additional material.

The Southern Miss Podcasting server is not designed to be a storage system. Users are responsible for maintaining an archive of their podcasts on a local computer or external storage system.

A podcast will be deleted from the system 2 years after last date of activity.

Each user is provided a disc quota of 3 GB and it is the responsibility of the user to maintain their allocated space on the server.

Usage

The podcasting server is designed for official university purposes only.

Only Southern Miss faculty and staff with a valid ID number and password may create and manage podcasts.

Only Southern Miss faculty, staff, and students with a valid ID number and password may view and download podcasts.