

EXTERNAL RENTALS

PARTNERSHIP

IAIA encourages partnership agreements through grant-funded projects, private for-profit projects, and education-based projects. Partnership projects must include student involvement through at least one of the following: paid student interns, classroom integration, hands-on mentoring, etc.

NON-PARTNERSHIP

Dome rentals for non-partnership agreements will be reviewed on an individual basis for approval. The digital dome and/or black box space is available for rental based on IAIA's digital dome mission.

AVAILABILITY

We strongly suggest that reservations be made at least two months in advance, and the date must be secured with a deposit with the Academic Technology Director. Last-minute requests are subject to date and staffing availability.

PARKING

Parking is available for 55 vehicles in the Science and Technology parking lot located at the south end of the building. Additional parking is available in adjacent parking lots.

CLEAN UP

The rental customer is responsible for taking all measures necessary to return the rental studio and areas back to the condition it was found at the start of the rental. In addition, all props, sets, furniture, and the like must be removed. All trash must be placed in the dumpster on the northwest side of the building. No food or open beverages can be left in the building except for the kitchen area where it must be sealed.

NON-PERMISSIBLE ITEMS

The following items will not be allowed in the digital dome room: fog machines, anything creating added-moisture, or confetti. Any other additional, unusual items must be approved by the Digital Dome Manager.

DISCIPLINE POLICY

The President of The Institute of American Indian Arts has the authority to suspend a student for violations of student conduct pending a hearing for said student. Hearings will be scheduled as promptly as possible without prejudicing the rights of the accused.

Violations of Institute regulations or other forms of student misconduct will be investigated by appropriate personnel. The following disciplinary actions may be taken: warning, disciplinary probation, suspension, or restitution. The President may take immediate action if the misconduct warrants such action.

SOCIAL MEDIA GUIDELINES

The rapid growth of social media technologies, combined with their ease of use and pervasiveness, make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help the IAIA community identify and avoid potential issues these guidelines have been compiled. These guidelines are examples of best practices from various institutions and are intended to develop an understanding from a wide range of perspectives, the implications of participation in social media.

THINGS TO CONSIDER WHEN BEGINNING TO USE SOCIAL MEDIA

Any Applications that allow you to interact with others online (e.g. Facebook, Twitter, Google+, etc.) require careful consideration to assess the implications of “friending,” “linking,” “following,” or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student and staff-student merit close consideration of the implications and the nature of the social interaction.

Sharing IAIA news, events or promoting faculty and student work through social media tools is an excellent, low-cost way to engage the community and build our brand. Employees can repost and share publicly with their family and friends. The best way to share IAIA news is to link to the original source. When sharing information that is not a matter of public record, please follow the guidelines below.

MAINTAIN CONFIDENTIALITY

Do not post confidential or proprietary information about IAIA, its students, and alumni. Use good ethical judgment and follow IAIA policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). (www.hhs.gov/ocr/privacy and www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

MAINTAIN PRIVACY

Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

RESPECT IAIA TIME AND PROPERTY

It is appropriate to post during work and classroom hours if your comments are directly related to accomplishing work goals, such as seeking sources for information, or working with others to resolve a problem. Participation in personal social media conversations should take place on your own time.

DO NO HARM

Students and employees should not let Internet social networking do any harm to the IAIA community or to themselves.

UNDERSTAND YOUR PERSONAL RESPONSIBILITY

Members of the IAIA community are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will remain public for a long time—protect your privacy.

BE AWARE OF LIABILITY

You are responsible for what you post on your own site and on the sites of others. Individual users of social media have been held liable for commentary deemed to be defamatory, proprietary, libelous, or obscene (as defined by the courts).

MAINTAIN TRANSPARENCY

The line between professional and personal business is sometimes blurred: Be mindful about your posts’ contents and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as an IAIA community member. However, please understand that you are sharing your views as an individual, not as a representative of IAIA.

CORRECT MISTAKES

If you make a mistake, admit it. Be upfront and be quick with your correction. If you’re posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

THINK BEFORE YOU POST

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. Post only pictures that you would be comfortable sharing with the general public.

EMAIL ACCEPTABLE USE POLICY

1. GENERAL

Email is a critical tool for communications at the Institute of American Indian Arts (hereinafter: IAIA). Use of IAIA's electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of IAIA.

The objectives of this policy are to outline appropriate and inappropriate use of IAIA's email systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

1.1 SCOPE

This policy applies to all email systems and services owned or operated by IAIA, all email account users/holders at IAIA (both temporary and permanent), and all Institute email records.

1.2 ACCOUNT ACTIVATION/TERMINATION

Email access at IAIA is controlled through individual accounts and passwords. It is the responsibility of each user to protect the confidentiality of their account and password information. IAIA holds the right to make substantial changes to this policy.

USE POLICY

All staff, faculty, adjunct faculty, and students at IAIA will receive an email account. Email accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- IAIA Board members
- Contractors
- Vendors
- Remote users (e.g., distance learning students and course developers)

Applications for these temporary accounts must be submitted to the person responsible for operating the IAIA email systems by sending an email to:

postmaster@IAIA.edu

All terms, conditions, and restrictions governing email use must be in a written and signed agreement. Email access will be terminated when the email account holder terminates their association with IAIA, unless other arrangements are made. IAIA is under no obligation to store or forward the contents of an individual's email inbox/outbox after the account holder's association with IAIA has ceased. For students, email accounts will be deleted thirty days after graduation and immediately upon suspension or withdrawal from the College.