



Ensemble Video Streaming Usage Procedures

The Ensemble Video Streaming service is a fully managed service offering storage and delivery of digital media content to WTAMU faculty and staff. Streamed video may be viewed/accessed by publishing the video link or embedded video through WTClass, university websites or by email or communications of the video link.

Agreement

By using the WTAMU Ensemble Video Streaming system, you signify your agreement to the terms and conditions described in this document and all other computer usage policies at West Texas A&M University as defined in Section F of the [West Texas A&M University Rules and Procedures](#). You should periodically review the most up-to-date version of this policy. All other University Policies and Guidelines apply to usage of Ensemble including copyright and computer usage policies.

Appropriate Use

Appropriate uses for the WTAMU Ensemble Video streaming service include instruction, research, WTAMU marketing activities, WTAMU major events, library collections, and training. Personal content that is not directly related to instruction, research, WTAMU marketing activities, WTAMU major events or training is not permitted on the server. Ensemble account holders are the owners of the materials in their libraries and are responsible for following appropriate WTAMU policies as well as state and federal laws. Confidential content should not be uploaded to Ensemble.

Accounts and Accessing the Streamed Resources

Faculty, staff and university departments may need to store video on the Ensemble server. Accounts and Media Libraries may be set up for departments, and individual faculty and staff. Ensemble accounts are created by Information Technology staff according to established procedures. All WTAMU Faculty or Staff account requestors must have an account in Active Directory in order to have an account in Ensemble. It is not necessary to have an account in Ensemble in order to view streamed content. Content within accounts may be reviewed by appropriate Information Technology staff for adherence to appropriate university policies, state and federal laws.

User Responsibilities

- Access to streamed content is controlled by the owner of the account. Ensemble account holders must follow all appropriate WTAMU policies and make appropriate decisions about publishing streamed content.
- *Respect Copyright and Fair Use:* Creators of original content are the copyright holders of that content. If using the copyrighted works of others, refer to the [Copyright Law of the United States, Title 17](#).
- Popular films and movies as coursework: Streaming full length, feature films raises issues with fair use, and only after receiving written/documented permission from the copyright owner should a file be uploaded into Ensemble. Documented releases and permissions must be stored on the Ensemble server as an attachment to any copyrighted uploaded video file. Courses that rely heavily on viewing and analyzing popular movies and films will need to find alternative means of presenting them.



Ensemble Video Streaming Usage Procedures (cont.)

Account Clean-up and Long-term Storage:

Ensemble is not a long-term storage server for files and is not intended for archival storage. It is required that individual account holders routinely review their content to ensure that it is up-to-date and still in use in a course or an active website. Items unused for longer than three semesters should be removed from the WTAMU Ensemble Streaming Video system.

Account holders should store their *original files* on a **personal storage device**, not on the WTAMU Ensemble Streaming Video system for long-term storage of videos. All deleted files located in a user's *Deleted Items* area will be permanently deleted by the system after 7 days. Once a file is deleted from the WTAMU Ensemble Video Streaming system, the file is not recoverable.

Information Technology staff will periodically review video streaming content and accounts. The review will include adherence to policies and to determine use data. Accounts of users who leave the university will be deleted including all videos associated with the account. It is the responsibility of the user and/or department to gain access to videos that need to be maintained.

Support & Training

Support is available to all faculty and staff of West Texas A&M University. Instructional Technology Services support hours are Monday-Friday, 8am –5pm. Please submit all support requests to the Information Technology Service Center by calling the IT Service Center/Help Desk at 806-651-4357, Ext. 4357 or by email to itsc@wtamu.edu. One-on-One Training can be scheduled by request by emailing techtraining@wtamu.edu. You can also obtain assistance by visiting the WTAMU Ensemble support page at: <http://faculty.wtamu.edu/ensemble/>.