

## Responsible Use Guidelines for Bear Tracks

### Introduction

This document, “Responsible Use Guidelines for Bear Tracks,” applies to all Ursinus Students. As the Bear Tracks platform is an Ursinus College information technology resource, please review the [Responsible Use Guidelines For Ursinus College Information Technology Resources](#) in addition to these specific guidelines before using Bear Tracks.

The Bear Tracks platform is an excellent learning tool, as it provides a space for you to: collect and organize your best work; reflect on your learning experiences inside and outside of the classroom; track your progress toward individual, academic, and post-graduate goals; engage with your evolving answers to the Open Questions; and begin to showcase yourself in a holistic manner.

### How Ursinus College Uses Bear Tracks

While Bear Tracks is a public platform, it is not easily discoverable via web search. Only those who have the public link to your Bear Tracks can view it. Those with whom you are required to share the link include the small group of Ursinus faculty and staff members on a committee called the Bear Tracks Task Force—this occurs when you upload your link to the Bear Tracks Canvas course for your class year—and your adviser(s)—this occurs when you post your link in the Grizzly Gateway, or send them the link via email. While your professors may require you to complete assignments that involve Bear Tracks, they may not require you to share your link with them. Instead, they may require you to share a screenshot of the Bear Tracks assignment with them.

Remember that Ursinus College does not grade nor assess Bear Tracks on an individual basis. Rather, the evaluation process of the Ursinus College Bear Tracks Task Force is designed to assess the effectiveness of the Ursinus Quest Core Curriculum by examining how often, how in depth, and in what ways students are engaging with the Open Questions using Bear Tracks as a platform.

The Task Force will never sell nor share Bear Tracks content with outside institutions. Ursinus will never use Bear Tracks content for the college’s marketing purposes without first getting the consent of the student to whom the content belongs.

### Privacy Guidelines

When you use Bear Tracks, it is important to acknowledge that everything that you post and/or upload can be read/viewed by anyone with the public link to your Bear Tracks. Anything that you post or share on the internet, including on Bear Tracks, has the potential to be copied or re-shared by anyone with the ability to view it. It is important to use the same precautions on your Bear Tracks as you would on any social networking or internet site and to remember that it is not safe to post confidential information on the internet.

### Cause for Concern

Bear Tracks uses the ePortfolio technology on Canvas. This technology is not designed nor equipped to track and flag content that may signal a cause for concern (e.g. threats to harm oneself or another person, personal accounts of harassment or misconduct, etc.). However, if a faculty or staff member with the ability to view Bear Tracks sees something that is a cause for concern, that faculty or staff member has an obligation to report this information and help this student seek the assistance that is needed.

However, it is important to recognize that not everything that you post and/or upload is guaranteed to be viewed/read. Thus, it is important that you do not rely on your Bear Tracks as a primary means of seeking help. Please contact Campus Safety (610-409-3333) or 911 with any emergencies. If you are struggling with your mental health and/or are dealing with instances of harassment or misconduct of a racialized, sexual, or otherwise biased nature, please contact one or more of the following Ursinus services for support and assistance:

- [Campus Safety](#)
- [The Wellness Center](#)
- [Prevention and Advocacy](#)
- [Peer Advocates](#)
- [The Sexual Misconduct Advocacy and Resource Team \(SMART\)](#)
- [Institute for Inclusion and Equity](#)
- [Institute for Student Success](#)