Public Display of Your Electronic Portfolio or ePDP
Quick Tips and Practical Guidelines for IUPUI Students

Are you ready to make your ePortfolio public? Just as you share different elements of your LinkedIn or Facebook profile with different audiences, you should consider your purposes and audiences for your ePortfolio. Issues of information privacy are complex and governed by lengthy legislation, legal precedents, and international treaties. This checklist cannot begin to address the range of complications but is offered to help you avoid overlooking major considerations before publishing your site.

Privacy settings available in your ePortfolio platform

_____ Check the publishing options in your ePortfolio platform. Most allow several options from "hidden" to "institution only" (accessible only to those with IU or IUPUI email accounts) to password protected (entire portfolio or selected pages) to open access.

_____ If your ePortfolio content includes multimedia linked to third-party applications (e.g., Prezi, Flickr, SlideShare, etc.) be sure the sites' privacy policies and publishing options for each do not limit artifact visibility in your ePortfolio.

_____ If you want your ePortfolio to be available to search engines, use a domain name and/or heading name that includes your full name, according to what your platform allows. (Some platforms require extra payment for personalized domain name.)

Sharing your own personal information in your ePortfolio

_____ If your information will be openly accessible on the web, think carefully about whether you want to include your home address and telephone number, either on the site itself or in a resume that you include. Most website privacy guidelines recommend against this practice.

_____ Comfort levels vary with regard to including a personal photo; there are advantages and drawbacks either way. You might be guided by common practice or expectations of your intended audience. If in doubt, consult your departmental career advisor.

_____ It may be important to include your email address, but you can write out the address (e.g., jimjones at gmail dot com) or, if your platform permits, use a direct contact form that will allow site visitors to send you an email message without seeing your address. This will discourage bots and spammers.

Sharing others' information in your ePortfolio

_____ Be aware that publication policies and cultural norms about personal information vary both within the United States and worldwide.

_____ Have you followed appropriate guidelines, ethical standards, and legal restrictions for images and/or graphics prepared as part of particular learning experiences? Generally, you can photograph people without their consent only in public spaces with no reasonable expectation of privacy. Ethical and responsible practices you have learned in service learning and undergraduate research also apply here.

_____ Have you used pseudonyms or deleted names or other identifying information in your text about research subjects or service recipients (e.g., a written case study or reflective essay)?

Respecting others and protecting yourself by crediting or citing others' work properly?

_____ Just as you should cite work you quote in a course paper, you should also cite work in copy you publish online. Copyright protection includes not only written work but also music, visual art, photography, and other media. "Whenever someone creates something that is original and expressive and fixes that expression in a way that lets you read, see, hear, or perceive it, federal law gives the creator a copyright in that work" (Indiana University, 2015), and you should either seek permission to use the work or acknowledge the source clearly.

_____ You are legally considered the copyright holder for your own ePortfolio whether or not you formally register it or use the copyright symbol, though the level of protection against infringement can vary depending on whether the work was formally published and registered.

_____ Works in the public domain (including publications by the United States Government, content made available freely through a Creative Commons license, and works whose copyright has expired) may be used, though preferred practice is to cite the source when known.

More information is available from these sources:
- Kim Komando, *USA Today*, 2011, "Think Twice Before Taking Pictures in Public": http://usatoday30.usatoday.com/tech/columnist/kimkomando/2008-04-17-public-photography_N.htm
- Wikimedia Commons, "Commons: Photographs of identifiable people": http://commons.wikimedia.org/wiki/Commons:Photographs_of_identifiable_people
- Indiana University, 2015, Indiana University's Information Security & Policy Copyright Tutorial: https://protect.iu.edu/cybersecurity/safeonline/filesharing/tutorial
- United States Copyright Office FAQ page: http://copyright.gov/help/faq/index.html
- Creative Commons: http://creativecommons.org/

Please consult your instructor or a knowledgeable librarian to better understand the legal and ethical underpinnings of these subjects. For information about this tipsheet, feel free to contact Susan Scott, IUPUI ePortfolio Coordinator, sbscott at iupui dot edu.