

Web Policy

The Official Campus Web server is managed by the SCSU Computer Center and has the address www.SouthernCT.edu. The default home page of this machine will be the official home page of SCSU and all official pages must reside on this machine. Multiple Web Servers may be available throughout the campus on a variety of hardware and software platforms. All Web Servers must be registered as such with the SCSU Computer Center and must have a DNS entry (domain name system) ending with ".SouthernCT.edu" (examples are "www5.SouthernCT.edu" or www.CS.SouthernCT.edu). The domain name www.scsu.ctstateu.edu will only be used as an alias for backward compatibility.

Each Web server will be managed by a designated individual in the department or organization to which the server belongs. Documentation on how to use campus Web servers will be available in the Computer Center Offices.

University home page: The University home page is <http://www.SouthernCT.edu/>. The Office of Public Affairs is responsible for the maintenance and design of this home page, as well as its various subsidiary official pages that contain University information and links to campus units. No home page may portray itself in any way as being representative of Southern Connecticut State University as a whole except that at <http://www.SouthernCT.edu/>.

Designing Web page(s): Creation of official graphics and layout will be the responsibility of the Office of Public Affairs. All official Web page developers must conform to the official design and layout standards recognized by the SCSU WWW Workgroup and accessibility standards such as those recognized by W3C at www.w3c.org/. Independent Web page designers must also conform to accessibility guidelines such as those recognized by W3C if any material on the Web site is to be used for instructional or business purposes related to Southern Connecticut State University.

Appropriate use: No one may use the resources provided by Southern Connecticut State University to publish Web pages of any kind for personal business or personal gain.

Conforming to policies and laws: Southern Connecticut State University does not normally undertake any review or approval processes regarding independent pages. However, independent page owners must comply with the applicable federal and state laws, University and CSU policies and standards, and rules outlined in Collective Bargaining Agreements between the University and its unions.

Plagiarism: It is illegal to publish online the work of others, including trademarked logos or other graphics, without their permission.

External sites: SCSU Web pages may contain links to information available elsewhere on the Internet. Neither SCSU nor any individual Web developer operating from an SCSU server shall be responsible for links to sites beyond "official" University sites.

Timing of compliance with SCSU Web policies: All World Wide Web pages at Southern Connecticut State University created after the adoption of these SCSU Web policies must conform to the policies from the start. Any pages created

prior to the adoption of these policies must be brought into compliance within 60 days of notification of adoption. Noncompliance will result, at a minimum, in link removal from the University's official Web pages.

Each entity requesting a Web presence must consider the following:

The dean, department head, institute director, or organization president is responsible for the content of his or her unit's Web page.

The Web Master and Web Manager are responsible, on a day to day basis, for upholding the policies and standards for the SCSU Web Site as specified by WWW SCSU Workgroup. The Web Manager and Web Master will report to the SCSU WWW Workgroup on a monthly basis or whenever deemed necessary.

OFFICIAL UNIVERSITY PAGE POLICIES

By definition, "Official University pages" are those publicly accessible electronic documents that represent:

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the University as a whole;

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one or more of its administrative offices, schools, services, departments, or other units

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and that are designed and/or managed by the Office of Public Affairs.

Creation Of Official Pages

Official SCSU documents that reside on the World Wide Web represent official communications, and these electronic publications are subject to the same policies and standards as print publications. Official University pages must conform to all applicable state and federal laws - as well as University and CSU policies and standards - regarding nondiscrimination, libel, copyright, offensive material, etc.

Each official SCSU Web Page must follow guidelines specified by the SCSU WWW Workgroup. All official SCSU Web Pages are created by the Office of Public Affairs under the guidance of the SCSU WWW Workgroup. However, in the interest of time, the following groups may create official pages for placement on the SCSU Web Site upon approval of the SCSU WWW Workgroup:

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schools, departments, programs, centers, administrative offices or institutes of study.

Where possible, content will be provided for schools, services and departments based on the information printed in the current Undergraduate and Graduate catalogs or other publications.

The dean, department head, institute director, or organization president is responsible for the content of his or her unit's Web pages beyond what is provided by Public Affairs. This person will be the Administrative Contact of the organization's Web pages. Where possible, the content of each official SCSU Web Page will be maintained by the administrative department responsible for the page. Content will not be edited without prior approval of the page's Administrative Contact or the Web Manager. Each department or organization should designate a Technical Contact, who will be responsible for overseeing the maintenance of its Web site and for communicating, as its official liaison, with the Web Manager and Web Master.

Technical Contact (a.k.a., Author): The person responsible for the updating of a Web page.

SCSU entities wishing to create official pages **MUST** consult with the Web Manager. The Web Manager will provide templates, graphics and guidelines for creating official pages.

All official pages must be approved by the Web Manager before being linked from any official pages. Full access to source pages and graphics for all official sites will be given to the Web Master and Web Manager. Links to departmental and student organization web pages may be created in official SCSU Web Pages with the approval of the SCSU WWW Workgroup. Requests to create links may be made by sending an e-mail message to webmaster@southernct.edu.

Technical assistance will be provided by the SCSU Computer Center.

Other organizations, nonprofit/charitable groups, and local government agencies who wish to have a presence on the SCSU Web site must request permission from the Web Master.

INDEPENDENT WEB PAGES

Independent Web pages are defined as any Web page that is not managed or designed by the SCSU WWW Workgroup including pages posted by: individuals; departments; organizations; clubs; committees.

Links to Independent Web Pages may be added to Official SCSU Web pages through a request from the Department Head to the Web Manager. Requests may be made by sending an e-mail message to webmaster@southernct.edu.

Requirements

All Independent SCSU Web sites that are linked from any official page **MUST** contain on their homepage: a clearly designated text or graphic link to the SCSU homepage, <http://www.SouthernCT.edu>; an email address for the person responsible for the site; and a "last update" time stamp/or if the page is intentionally static (e.g. a bi-annual publication), a "date of next update" stamp.

The SCSU WWW Workgroup reserves the right to break links to sites if a site is in violation of these policies or if it is found to contain: an overabundance of outdated information; no information; numerous broken links, or other problems that render the site ineffective. Unless the link must be broken immediately, a good faith effort will be made by the Web Manager or Web Master to contact the owner of the site before the link is broken.

Links from official pages: The heads of University units, organizations, etc. may choose to authorize links to personal pages from Independent University pages.

Technical documentation will be provided by the SCSU Computer Center.

USE OF OFFICIAL UNIVERSITY SYMBOLS

Independent pages **MAY NOT INCLUDE** any Web graphics currently in use on official pages of the University Web site to identify the department as a entity of Southern Connecticut State University. Individual authors, organizations, and

departments may only use clearly manifest text or unique image referent(s) to identify themselves with Southern Connecticut State University, preferably as an active hyperlink to the official SCSU home page at <http://www.SouthernCT.edu/>. Additionally, no one may use the name of Southern Connecticut State University in a way that suggests personal or Independent pages are in fact official University pages, or in a way that implies University sponsorship or endorsement. The University reserves the right to take action against any violations of this policy.

DISCLAIMER

Southern Connecticut State University is dedicated to the practice of democracy and strongly believes in the free exchange of ideas. However, we also believe in maintaining a strict standard of excellence in all of the material associated with the Southern Connecticut State University web site by virtue of links from this site. We do not favor one group over another, and any references herein to any organizations, specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, do not necessarily constitute or imply its endorsement or recommendation by the Southern Connecticut State University.

Southern Connecticut State University is not responsible for the contents of any pages published outside the office of Public Affairs including off-site pages referenced through links. The responsibility for content rests with the individuals or organizations who provide the information. Specific details regarding a document should be directed to the appropriate organization and not necessarily to the Southern Connecticut State University Web Manager or Web Master.