

World Wide Web Publishing Policy

(Policy adapted in part from Lewis and Clark College, University of Minnesota, The Catholic University of America, Canisius College, Carleton College, Reed College and UC Davis policies.)

Purpose of Policy

Westminster College recognizes the educational value and potential of publishing on the World Wide Web (Web) and encourages students, staff and faculty to publish electronic information. The college also recognizes that the quality of the information Westminster College presents on its Web site plays an important role in fostering and maintaining the college's reputation and image. The policy and publishing guidelines described in this document seek to ensure that the material published on the Web site reflects Westminster's educational purpose and adheres to college standards that result in electronically published information that is visually appealing, accurate and well written.

Responsible Use

Those who publish information on Westminster's Web site are expected to comply with Federal, state and local laws governing electronic media, including copyrighted material, photographic images, sound prints, confidential information, and libelous remarks. (See Westminster College's Responsible Use of Information Technology policy for additional information.) If applicable laws or Westminster policy are violated or disregarded, the college reserves the right to suspend publishing privileges or remove pages.

Responsibility for Web Pages

The rate of growth and change in the Westminster Web site necessitates a distributed electronic publication system and precludes any systematic review of published material by a single individual or group. College administrative units, groups and individuals have the responsibility for creating and maintaining their own Web pages. Two

broad categories of Web pages exist, official college pages and personal pages.

Official College Pages

Official college pages are created and maintained by administrative units in accordance with college Web guidelines and publishing standards. Official pages support the educational mission of the college and include such material as the campus calendar, course schedules, course syllabi, job announcements and departmental requirements. Each administrative unit is responsible for developing its own pages using the Westminster college templates and style guide provided.

The template provides a standardized format and includes the following elements:

- College name plate
- Name of the unit publishing the page
- Copyright statement
- E-mail address of the person responsible for the page
- Date of the last update

Each unit is responsible for ensuring that the electronic information published is accurate and up to date. Official pages will be reviewed on an ad hoc basis by the director of communications to ensure style guidelines are met.

Personal Pages

Personal pages are those created and maintained by individual faculty, staff or students. Personal pages provide information about an individual that is relevant to that individual's role at the college and are the property and responsibility of the person to whom the account is assigned. Individuals may not use Web pages primarily

for personal business or personal gain, unless approved by the college.

Because of the importance of distinguishing official Web pages sanctioned by the college from personal pages, personal pages may not include the official college name plate or other symbols of the college. Also, official campus home pages will not link directly to personal pages. For example, each school has an official home page with a link to official faculty pages (not personal pages). In turn, the official faculty pages which include a listing of courses offered and office hours of a faculty members are linked to faculty members' home pages. Subunits may, if they choose, be linked to faculty, staff or student home pages. For example, the art program page may choose to have a direct link to a faculty personal page or a student club may choose to have a direct link to a student's personal page.

Personal pages must include the following elements:

- Name and E-mail of the page owner
- Date of the last update

Disclaimer for Personal WebPages

Information published on Westminster's web site is expected to be in compliance with laws that govern electronic media with regard to copyrighted material, photographic images, sound prints, confidential information, and libelous remarks and with other applicable laws and college policies. See the Westminster College's WWW Policy and Publishing Guidelines for further information. If college guidelines are violated or disregarded, the college reserves the right to suspend publishing privileges or remove pages.

The opinion, interest and activities expressed on Westminster College Personal Web Pages are strictly those of the page author. Individuals who maintain personal pages assume responsibility and liability for the content of their documents. The contents of personal pages have not been reviewed or approved by Westminster College.