

## 937 UNIVERSITY-RELATED WEBSITES POLICY

*Policy 937 was included in the 2001 University Handbook revision.*

- 937.1 Statement of Policy.** Any website associated with Indiana State University, or using the designations “Indiana State University,” “Indiana State,” “ISU,” “Sycamores,” or other University-associated name, nickname, abbreviation, or symbol, whether established by an academic or administrative unit, a foundation or center, a group or individual, must adhere to the following:
- (a) Ownership of the registered website name will be held by Indiana State University, and such registration will be made only by the Executive Director of Information Technology.
  - (b) Selection of the domain name for the registered website must protect the educational status of the official Indiana State University network.
  - (c) The primacy of the official Indiana State University website(s) and/or portal(s) must be secured and maintained.
  - (d) Appropriate hosting, server, bandwidth, and associated content and technical support must be secured and approved in advance.
  - (e) Website content must comply with all official University policies, standards, and practices included in the ISU Web Publications Policy, and in the current University Standards, policies on the use of the University seal, logo, and other ISU symbols, and other standards and practices, including those regularly posted on the official Indiana State University websites. The website may not be used to provide or deliver content to non-ISU sites that frame or otherwise juxtapose it with any other material in such a manner as to make it appear the content originated at the other location.
- 937.2 Implementation Process.** To assure compliance with the policy, the following procedures must be followed prior to the implementation of such websites:
- 937.2.1 Technical Plan.** Technical plan for the website, including name, technical requirements, support requirements, and security provisions, must be reviewed and approved by the Executive Director of Information Technology.
  - 937.2.2 Content Plan.** Content plan for the website, including name, use of University seal, logo, and other ISU symbols, general content, schedule for review and updating of the website content, and the ISU office to be responsible for compliance monitoring, must be reviewed and approved by the Office of Public Affairs.
  - 937.2.3 Approval of Contract by Purchasing Department.** Contract for the development and/or provision of the website must be reviewed and approved by the Purchasing and Central Receiving Department for conformance with existing University contracts and licensing for sale or licensing of University or University-related products or services.

- 937.2.4 Use of University Marks.** Use of University, symbols, logos and other trademarks on commercial websites (i.e., “.com” and other domain names that may be developed) must be approved by the Purchasing and Central Receiving Department.
- 937.2.5 Approval of Contract by Counsel.** Contract for the development and/or provision of the website must be reviewed and approved by University Counsel prior to appropriate formal ratification of the contract.
- 937.2.6 Additional Procedures.** Additional procedures or documentation may be developed as appropriate in the implementation of this policy. Such documents will be posted on the Indiana State University Information Technology website, in the category “Computer Policies”.
- 937.3 Review of Websites; Noncompliance.** The Executive Director, Office of Information Technology, or designee, will regularly review all websites with names related to Indiana State University for compliance with this policy and procedures. Any websites not in compliance will be notified and dealt with as provided in the ISU Web Publications Policy. Failure to comply with these policies and procedures may result in action including termination of the website and/or appropriate civil or criminal action against the website developers/providers/owners.
- 937.4 Definitions.**
- 937.4.1 Maintainer/Publisher/Information Provider.** Maintainer/Publisher / Information Provider means the person responsible for publishing and updating the information contained in World Wide Web pages.
- 937.4.2 Personal Page.** Personal Page means a web page for an individual faculty member, staff member, or student.
- 937.4.3 Publication Page.** Publication Page means the electronic equivalent of a printed publication.
- 937.4.4 Link.** Link means a one-way hypermedia connection from one site to another on the World Wide Web expressed as a “link to” or “link from” a web site or page of information.
- 937.4.5 System Files.** System Files means electronic files which include error and processing logs; system, application and user configuration files; and system and user administration files.

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