APPENDIX QQ
WEB POLICY

Introduction

Christian Brothers University recognizes the educational value and societal significance of the World Wide Web (WWW). Therefore, CBU supports students, staff and faculty in the electronic publications of information and collaboration.

The University encourages its members to make innovative and effective use of the World Wide Web within a framework which provides standards for the quality and content of information and ensures compliance with the laws of the United States, State of Tennessee and the CBU Code of Computer Practices.

Christian Brothers University's web policy seeks to ensure that its web pages present a consistent, timely and accurate image of the University which comply with ethical and legal standards.

Official web pages are information representing the university and are authorized by a school or department in accordance with the mission.

Personal web pages are representing only the individual author and not specifically CBU, although, some instances may reference CBU academics or departments. The University acknowledges concerns about academic freedom and rights about freedom of speech and press under common and constitutional law which may apply to the pages created by individuals associated with CBU. Therefore, the University recognizes two categories of web pages, official and personal.

Official Pages

Because Christian Brothers University is a Catholic institution of higher education in the tradition of the Christian Brothers and because it provides students with an education founded on Lasallian principles, its web publications must adhere to commonly accepted standards of the Christian Brothers University community.

Official information available on University servers is governed by the Code of Computer Practices, which sets forth moral, ethical and legal standards for University computing activity. The Code of Computer Practices is available online at: http://www.cbu.edu/itec/policies/lusage.html

Information distributed on web pages must be the intellectual property of the individuals distributing it and must not contain explicit copyrighted material that has not been cleared by the copyright holder for distribution.

The use of images, recorded sounds, copyrighted materials, trade secrets and trademarks is subject to legal restriction. No one may use photographs, artwork, text, video or sound clips, or other materials that are subject to copyright, trademark or trade secret restrictions without written permission of all parties, as applicable.

For reference purposes, it is recommended that each web page contain contact information for the person responsible for maintenance of the web page. This information may be provided as text in the document or as a link. This encourages the page manager to keep it current thus protecting the viewer from unknowingly reading outdated information.

Purpose of Official Pages

The official University pages communicate with internal as well as broad external audiences, including prospective students, alumni, constituents and the general public. It is recommended that information intended strictly for internal audiences be posted on the CBU Intranet (www3.cbu.edu) rather than on the external website. The content and design of official web pages must be in compliance with the CBU mission and graphic standards. The web graphic standards are located at: http://www3.cbu.edu/graphics

Content of Official Pages

The official Christian Brothers University web pages are official publications of the University. Official pages include content related to admissions, academic programs, administrative and student support offices, programs and services, official University programs and intercollegiate athletic teams and activities.
For reference purposes, it is recommended that each web page contain contact information for the person responsible for maintenance of the web page. This information may be provided as text in the document or as a link. This encourages the page manager to keep it current thus protecting the viewer from unknowingly reading outdated information. **Violations of this Policy**

In the event that web pages are discovered which violate any of the policies and guidelines outlined in this document, the web page will be removed. The owner will be given an opportunity to correct the violations before those pages are re-posted. Any user of the Christian Brothers University network hereby releases the university from all such liability by their accessing or receiving information through the Christian Brothers University network. The violator shall be subject to disciplinary action, which may include revocation of access privileges to the university network, exclusion or suspension of a student, or suspension or termination of employment for a staff member or faculty, in accordance with the terms of the Student Handbook, Faculty Handbook and the Computer Usage Policy.

**Web Support**

ITS provides training to all interested parties concerning the best way to maintain and modify a page. If a department needs assistance in processing the maintenance of their web pages, ITS will provide assistance via the helpdesk or help@cbu.edu. In addition to providing these resources, the ITS monitors and regulates issues relating to the consumption of informational and technological resources (software/hardware) and access to and use of the University network (WWW server). For assistance, please email help@cbu.edu or call (901) 321-4438.

Updated: July 20, 2000