

## **College Web policy and code of practice for web-based publishing** (Amended by Information Services Board - 11 November 2003)

### **Introduction**

1. This statement relates to the publishing of information via the College Web. It covers the aims of the College web, responsibilities in connection with web publishing and statements on good practice and on enforcement.
2. The College Web is deemed to include all web pages whose addresses (URLs) contain an Internet domain associated with the College or one of its organisational units or are mounted on a server at the College.
3. Web pages must comply with all College regulations, including the Council Regulation concerning IT and its associated notes of guidance, and the JANET Acceptable Use Policy and UK laws.

### **Aims**

4. The use of the Web and the publication of information via the Web are encouraged for external and internal communications which enhance the work of the College.
5. The College web is seen as having the aims of:
  - promoting a positive image of the College
  - promoting study opportunities
  - promoting the research activities of the College
  - providing easy access to information about the College and its activities
  - providing a means of publishing academic information
  - supporting the teaching, learning, research and administration of the College
  - facilitating internal College communications

### **Responsibility for College web pages**

6. The Vice-Principal (Academic Policy) is responsible to the Principal for overall matters connected with the publication of information via the College Web.
7. The Information Services Board is the formal body responsible to Council for College web policy matters.
8. External Relations and Communications has responsibility for the College's main publicly viewable pages and main intranet pages and for advising about public relations aspects of their pages.
9. Information Services (IS) provides the central College Web Master function and has responsibility for the provision of the College's central web infrastructure, and for the provision of training courses and general advice and support, including advice on web-based applications.
10. Heads of Departments, Institutes, Schools, Centres, Units are responsible for formal oversight of the content, production, upkeep and compliance with this policy of web pages produced under the auspices of

their organisational unit or on servers under their management, and web pages produced by any sub-units, its staff and any students they have authorised.

11. The President of the Students' Union is responsible for formal oversight of the content, production, upkeep and compliance with this policy of Students' Union web pages and those of its clubs and societies.

12. Individuals are personally responsible for the content and compliance with this policy of the College web pages whose content they control, and are additionally responsible to the relevant person in the case of College web pages covered by paragraphs 8 to 11 above.

13. Websites hosted at the College on behalf of other organisations (e.g. professional societies) or on behalf of inter-institutional projects and similar in which the College is involved should comply with this policy and code of practice and identify a person responsible for the content. Due acknowledgement of the College's role should be made.

14. Heads of Departments, Institutes, Schools, Centres and Units and the President of the Students' Union will normally each nominate one individual or more to act as Web Manager for web sites for which they are responsible. The Web Managers will be the main point of contact between Information Services and organisational units. (This need not necessarily be the route for contact with External Relations and Communications.) As well as carrying out their technical responsibilities, Web Managers will be expected to ensure that all web page creators in their organisational unit are aware of the College Web Policy and Code of Practice, to be vigilant against any pages that might contravene it and to take appropriate action in the event of any contravention. Web Managers should be able to produce a register of those authorised to create web pages on their servers.

15. Information Services will ensure that individual creators of web pages not under Departmental/ Students' Union auspices are informed of the Web Policy and Code of Practice.

16. Explicit permission from the Head of Department, Institute, School, Centre or Unit is required before a facility of a bulletin board nature is established. Those responsible for such facilities are required to check frequently to ensure that all material posted is compliant with this policy, and to take appropriate action if non-compliant material is evident.

### **Web practice**

17. All academic departments, institutes, schools and centres, central service departments and the Students' Union are encouraged to publish information via the College Web in order to meet the aims given in paragraph 5.

18. Departments, Institutes, Schools, Centres and Units are encouraged to contribute to the central College public and internal pages as appropriate.

19. All creators of pages for the College web must adhere to this policy and code of practice.

20. In particular Web pages must comply with copyright, trademark and data protection legislation and other applicable laws, in particular, but not limited to, defamation laws. Also, Web pages should not be produced for personal gain nor for private commercial purposes, and they must not be offensive, obscene or violate privacy nor must they link directly to pages which would contravene the code of practice.

21. In general, permission should be sought to incorporate material which does not originate from the author, whether directly or by linking and permission should also be sought to frame another's web page or to link to another web page in a way which does not make the target of the link absolutely clear.

22. Web pages should, where possible, comply with guidelines on accessibility issued by the World Wide

Web Consortium (W3C) Web Accessibility Initiative in order to assist in compliance with the Special Educational Needs and Disability Act 2001.

23. Web Managers and web page creators should adhere to the College conventions on web addresses. Web pages produced under the auspices of the College or any of its organisational units, particularly pages visible to the Internet, should have an address which shows an affiliation to the College. Managers of websites hosted at the College as described above in paragraph 13 should apply to the Director of Information Services for approval of web addresses.

24. Individual web publishers should ensure that their web pages are always kept up to date. As a minimum they should be checked annually.

25. The authorship of all pages must be clearly identifiable. All pages or clearly identified sets of pages must display a contact point for the person responsible for maintaining the page and, when appropriate, the date of the last update.

26. Web Managers must assess any security risks of websites and web servers under their remit in accordance with the College's Information Security Policy and take any appropriate action. In particular the security risks of any interactive elements of web pages must be assessed and technical advice taken and acted upon from relevant Information Services staff as appropriate.

27. Departments, Institutes, Schools, Centres and Units are encouraged to consider (a) the division of their web pages between those that need to be publicly accessible and those that are created purely for internal College use and (b) to locate appropriate pages on the College or Departmental, Institutional, School, Centre or Unit intranet.

28. The Freedom of Information Act 2000 will provide members of the public with a right to access information about the College from 2005. Thus in the spirit of the Act Departments, Institutes, Schools, Centres and Units are encouraged to make publicly available those documents that will help members of the public to understand the work of the College. However, draft documents, facilities of an internal bulletin board nature, web pages that may give rise to issues of confidentiality, data protection, commercial in confidence, security or copyright/licensing issues should be available to members of the College only.

29. Departments, Institutes, Schools, Centres and Units are encouraged to make use of centrally-produced templates for the creation of their main web pages in order to promote a common style for the College and as an aid to navigation.

30. All departmental, institute, school, centre, or unit home pages must be linked from the relevant College main page and back to the College's home page. Main pages of organisational units should be linked back to the home page of that unit.

31. The home and main pages of the College and of departments, institutes, schools, centres and units must be mounted on the central College Web server or a main server of the unit concerned.

32. An agreed form of the College logo (or in respect of Students' Union pages, the Students' Union logo) or an approved reduced form of the logo should appear on all main College web pages and on the home and main publicly-visible pages of Departments, Institutes, Schools, Centres and Units.

33. Members of the College who produce Web pages on behalf of a club or society must not use the College logo without permission from the Director of Information Services and must include the following disclaimer:

'The views and opinions expressed in this page are strictly those of the page author.'

34. Members of College should publish via College web servers only pages connected with their work or study and associated activities. The facilities of a commercial Internet Service Provider must be used for publishing private web pages.

Enforcement

35. The College reserves the right to alter or delete pages or links to pages that are deemed to contravene this policy and code of practice.

36. Complaints about any College web pages should in the first instance be directed to the College Web Master.

37. The College will take appropriate action against web pages and their authors where a complaint is well-founded.

38. A breach of this policy and code of practice may constitute a breach of the Council Regulation on Information Technology and disciplinary proceedings could result.

BM 12.11.03