

**INFORMATION TECHNOLOGY POLICY COMMITTEE
POLICY FOR IPFW PAGES ON THE WORLD WIDE WEB**

Indiana University-Purdue University Fort Wayne (IPFW) recognizes the value of the Web as a publication and information distribution facility. This policy outlines the responsibilities of the administrative units, individuals, and organizations/groups affiliated with the university who publish on the Web and defines the university's responsibilities for pages published on IPFW Web servers.

This policy adapts to IPFW the provisions of Purdue University Executive Memorandum No. C-42 (January 13, 1997 as amended) and replaces the policy originally published for IPFW on Sept. 24, 1998.

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Responsibility and Application

The Chancellor has established the Web Advisory Committee as a standing committee of the Information Technology Policy Committee (ITPC) responsible for determining the content of the homepage, global navigation, and general Web-policy development and oversight. Overall site design as well as design of top-tier pages is provided by the Web Design Team in University Relations and Communications. Working in concert with Information Technology Services (ITS) and the Web Advisory Committee, the IPFW Web Design Team develops and maintains standards and guidelines for the entire IPFW Web site. ITS also provides systems maintenance, development, and training for campus Web authors.

This policy applies to all users of IPFW Web resources and facilities and its related organizations. Any person who uses the Web facilities at IPFW consents to all the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable local, state, and federal laws and regulations.

Any user of the Web whose actions involving the Web violate this policy, or any other university

policy or regulation, may be subject to limitation or elimination of Web privileges as well as other disciplinary actions.

General Rules on Information Content

University policies and regulations that apply to the content of publications and other communications apply as well to the contents of Web pages published using IPFW Web servers. In particular, all information included in Web pages on IPFW Web servers must:

- Comply with all laws including those governing copyright, intellectual property, libel, privacy, and security.
- Comply with all policies, rules, or regulations of the university.
- Not be used for non-IPFW commercial activities. For the purposes of this policy, activities such as publishing instructional materials and other academic works are considered to be IPFW activities.

Official IPFW Pages

A page is considered an official IPFW Web page when it is published by the university itself or by a school, a department, or an official administrative unit of the university, including committees and task forces established by administrators for the purpose of conducting university business.

Official university Web pages are university publications. They are the responsibility of the appropriate administrative unit and must follow the standards and guidelines established by the university for official pages.

Individual academic and administrative units may develop official IPFW Web pages and associated official homepages and may install and maintain them on IPFW Web servers. Official university Web pages may include links to Web pages that are not official university pages (see related Link Disclaimer section).

The IPFW site index includes only official university Web pages and pages of officially-recognized IPFW organizations.

Nonofficial IPFW Pages

Employees and students may create individual Web pages for use in their various academic and administrative duties and may install them on IPFW Web servers. Individuals' Web pages are not official university publications, and the content of these pages does not necessarily represent the views of the university. The content of individuals' Web pages published on the IPFW Web servers must comply with the General Rules on Information stated in this policy.

Departments and units may request approval to host web sites for outside organizations on IPFW Web servers. The requesting department must attest that the outside organization is closely

affiliated with its academic/administrative mission. These Web pages are not official university publications, and the content of these pages does not necessarily represent the views of the university. The requesting department or individual is responsible for assuring that the outside organization Web pages published on the IPFW Web servers are compliant with the General Rules on Information stated in this policy. Following consultation with IT Services regarding feasibility, approval for hosting an outside organization web page should be submitted through normal channels to the requesting unit's vice-chancellor for approval.

Academic departments and administrative units may define additional conditions for the creation and installation of Web pages by employees and students under their supervision. Any such additional conditions must be consistent with this overall policy but may include more detailed guidelines and, where necessary and appropriate, additional restrictions.

Recognized student and university-sponsored organizations may create Web pages for placement on an IPFW Web server. After verification by the Office of Student Life or a designee that the student organization is active and officially recognized by the university, a link may be made from an official IPFW page listing student organizations to the student organization's home page.

Student and university-sponsored organization Web pages are not official university pages, and their content does not necessarily represent the views of the university. However, the content must comply with the General Rules on Information Content in this policy.

Link Disclaimer

As an information courtesy, the IPFW Web site contains links to other Web sites which are outside the ipfw.edu domain. IPFW is not responsible for the privacy or copyright practices, activities, or content of these independent sites. These sites, as well as content available through links to and from them, are not necessarily screened, reviewed, or endorsed by IPFW.

E-mail Address Disclaimer

IPFW issues an e-mail address to faculty and staff at the time of employment and to students who have been admitted to the university. Opinions expressed through ipfw.edu e-mail addresses do not necessarily represent the official views of IPFW.

Glossary

Throughout the Web, information is made available in collections of electronic data called **pages**. Pages are usually organized in sets of individual pages that are linked. The base page of a set of linked pages is commonly referred to as a **home page**. Pages are stored and maintained on network-connected computers called **Web servers**. Web servers with network names registered in an official IPFW network domain (ipfw.edu) shall be considered **IPFW Web servers**. For the purposes of this policy, any user who creates a Web page of any type and installs it on an IPFW Web server is considered to have **published** that page.

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