Student Organization Web Sites

Policy 402.2

1 Introduction

1.1 Purpose

1.1.1 Appalachian State University is committed to providing its students with opportunities and experiences which will assist them in developing competencies through participation in co-curricular organizations. These opportunities and experiences mainly take the form of programs and services designed to assist student leaders in meeting the mission of their organizations. In an effort to provide student leaders support in their leadership roles while simultaneously providing experience in the use and application of technology, Appalachian State University, through the Center for Student Involvement and Leadership along with Information Technology Services, provides recognized student organizations the opportunity to develop World Wide Web sites for their organization.

2 Scope

3 Definitions

3.1 Student

Any person who (1) has applied to and been accepted for admission by the University at either the undergraduate or graduate level, (2) is currently attending the University, or (3) has attended the University.

3.2 URL

Universal Resource Locator; a unique address on the World Wide Web.

3.3 World Wide Web

One of the many services available on the Internet; a publishing tool where anyone with access to a URL may post documents containing text, pictures, sounds, etc.

3.4 Web Site

A directory containing documents on a computer server connected to the Internet with its own unique address (URL).

3.5 Webmaster

A person having access to a Web site who is responsible for designing, maintaining, and receiving feedback via e-mail for the pages contained in that Web site.

4 Policy and Procedure Statements

4.1 Procedures for World Wide Web Site Development

4.1.1 This service is available only to recognized student organizations that are registered with the Center for Student Involvement and Leadership in accordance with approved University policies.

4.1.2 Recognized student organizations seeking this service must first contact staff in the Center for Student Involvement and Leadership to determine eligibility for site development along with insuring that the leadership of the organization understands and accepts the policies associated with maintaining Web sites. Further, it is important to understand that the University will not develop the Web site for organizations nor provide technical assistance in developing Web sites.

4.1.3 The development and design will be the responsibility of one member designated by the organization, who will ensure that content is compatible with the established guidelines. The designated student will develop the site on their personal user account and will then notify the Center for Student Involvement and Leadership.

4.1.4 The Center will then review the site and determine if it is in compliance with established guidelines. If so, the Center will contact staff in the Information Technology Services and request that the organization be granted an official directory on the University server.

4.1.5 Once the Web site is uploaded to the official directory, the designated student will contact the Center once again, and the site will then be activated and linked to the University's Club and Organization Directory.

4.2 Policies for Development and Maintenance of Web Sites

1. Only University recognized and registered student clubs and organizations are eligible to utilize University technology, services, and support in developing on-line Web sites.
2. Each Fall, as part of the club registration process, clubs must provide the Center for Student Involvement and Leadership with the name of a currently enrolled student who will serve as "Webmaster" for the site. This individual must maintain the site and be responsible for receiving and responding to all e-mail inquiries and comments made at the Web site. The "Webmaster" may not share his/her username and password with anyone so as to allow them access to the Web site.
3. Information contained on the Web site must be directly related to the club or organization's purpose. Clubs may not provide space on their Web site to organizations, agencies, companies, etc. which are not part of the University structure. Clubs may provide links to sites of interest or related organizations; however, those links must have their own URL.
4. Clubs and organizations may not have sponsorship, representation, etc. of or on their Web site by businesses, agencies, companies, individuals, etc.=
5. Clubs and organizations may not engage in solicitation, such as but not limited to sales of items and materials, representation of businesses and companies, and donation of funds unless specifically approved by the Center for Student Involvement and Leadership. All requests to include such on a Web site must be made in writing and approval received in writing before inclusion on the Web site.
6. Clubs must maintain current content and information on their Web site and failure to do so will result in revoking access privileges.
7. All Web sites must maintain an e-mail address to the designated Webmaster for interested parties to respond to or send correspondences.
8. Clubs and organizations who fail to re-register with the University in accordance with University policy will have their Web site access/privileges revoked.
9. Clubs and organizations that violate University policies and procedures may have their web site access and privileges revoked as part of the disciplinary process.
10. Individuals who violate University policy may be subject to punishment under the judicial code.

4.2.1 The University is not responsible for content of web sites so long as these sites meet the guidelines contained herein. Organizations and clubs are expected to recognize that these sites are accessible by users of all ages and that information should reflect the organization's purpose, educational relationship to the University, and an appreciation of a pluralistic community.

4.2.2 As an educational institution, Appalachian State University recognizes the value and importance of providing recognized student organizations the opportunity to utilize technology in the support of their mission. Further, this is a service provided by the University at its pleasure and within its resources. This service can be changed, modified, denied, or revoked at any time at the discretion of the University.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

October 22, 1997

9 Revision Dates