

The University of Buckingham - IT Services Staff Web Publishing Policy

Version 0.9, 29 November 2004

1. The Policy

- 1.1. The purpose of this Policy is to provide information about the provision of the University's SWP service (Staff Web Publishing) and to provide guidelines for users to help ensure effective, safe and responsible use.
- 1.2. The Policy applies to all users of SWP.
- 1.3. The Technical Manager is responsible for drafting the Policy, directing it through the consultative and approval processes and for periodically reviewing it.
- 1.4. SWP is part of the University's overall IT provision and this Policy should therefore be read in conjunction with the following related documents:
 - 1.4.1. Rules and Regulations on the Use of University Computers and Data Networks.
 - 1.4.2. The JANET Acceptable Use Policy.
- 1.5. The Policy will be distributed to all registered users of SWP and made publicly available on the SWP server.

2. Principles of SWP Provision

- 2.1. The University provides SWP to authorised users for the purposes of teaching, learning, research, dissemination of information about the University to members and the general public and allow users to provide non-academic information or publish personal pages under certain conditions (specified in section 9).
- 2.2. All information published via SWP will be seen as having, in some way, the support of the University and will affect how people view the University. Therefore, no user should publish any information in a way which could adversely affect the good name or reputation of the University, nor provide material which is inappropriate for dissemination by the University.
- 2.3. SWP is part of the University's overall IT provision and this Policy should therefore be read in conjunction with, constitute acceptance of and the use of SWP be subject to the following documents:
 - 2.3.1. The relevant legislation (see section 5).
 - 2.3.2. The University's Rules and Regulations on the Use of University Computers and Data Networks.
 - 2.3.3. The conditions of the JANET (Joint Academic Network) Acceptable Use Policy.
 - 2.3.4. The conditions and guidelines established in this Policy.
- 2.4. Users should be aware that, for expediency and efficiency, the University's default response to a complaint will be to take down the page(s) in question and that pages must not be re-uploaded until the Technical Manager has given their permission. In all cases the final decision rests with the Technical Manager.

3. Statement of Responsibilities

- 3.1. The Technical Manager is responsible for developing and communicating policies and procedures for the University's SWP system and its usage. The Technical Manager is also responsible for dealing with complaints regarding SWP usage and, in the first instance, for dealing with breaches of the conditions of this Policy.

- 3.2. IT Services is responsible for the administration of SWP accounts and for the provision of a reliable and effective SWP system, however users should be aware that SWP is considered a non-essential service and that support is only available by email.
- 3.3. Users of the SWP are responsible for ensuring that they are acting in compliance with legal and acceptable use conditions.
- 3.4. SWP is provided as a privilege and not a right and as such may be withdrawn at any time should the Technical Manager consider this merited by the risks or cost of providing the service.
- 3.5. Users are responsible for maintaining offline copies of their pages. Data on the SWP server is not backed up by IT Services, so in the absence of an offline copy a page removed by accident, system fault or take-down would be irretrievably lost.

4. Access

- 4.1. Authorised users are issued with a SWP account and password by IT Services. Passwords should never be disclosed to another (The only exception to this is that passwords may need to be imparted to IT Services staff to deal with technical faults).
- 4.2. Account holders must not allow any other person to access their SWP account (remember to log off or lock your workstation when leaving your desk).
- 4.3. Upload access to the SWP server is from University staff PCs only.
- 4.4. In cases of unexpected absence, a line manager can request access to an employee's SWP account for business purposes. Such access must be authorised by the Dean or Administrative Head of Department.
- 4.5. SWP accounts are only available to those members of staff with a University computer. Accounts for honorary or associate members of staff are created on the authorisation of the relevant Dean or of the Vice-chancellor and are subject to annual renewal.
- 4.6. SWP accounts are closed and pages published taken down, when a member of staff leaves the University. However, IT Services reserves the right to take down pages without notice in the event of a complaint. Notification of leaving is the responsibility of the HR Department.
- 4.7. Student email accounts are closed after the cessation of studies with a grace period of two months from the last day of the final term being granted to finalists. Notification of leaving is the responsibility of Registry.
- 4.8. SWP accounts are subject to a maximum storage quota of 30MB. Requests for an increase in storage quota should be made by email to the IT Services Helpdesk.

5. Standards of Acceptable Use: compliance with legislation

- 5.1. With SWP usage, as with all other uses of the University's IT facilities, it is the user's responsibility to make themselves aware of the laws that apply to such use. Breaches of the law could result in liability for individual users and/or the University. Following are some of the areas of law which apply to use of SWP; explanatory comment has been added where thought to be helpful:
 - 5.1.1. Copyright: Users should not use SWP to publish images, text, software or recordings to which the users do not hold the copyright or intellectual property rights, unless they have the written permission of the rights holder. This includes material from other Web sites.
 - 5.1.2. Computer Misuse: Users must not attempt to gain unauthorised access to computer material. Users must take all reasonable steps to prevent the receipt and dissemination of computer viruses or other such malicious software. In practice this means following the guidelines issued by IT Services and notifying the Helpdesk if in any doubt.

- 5.1.3. Data Protection: If you include in your Web page any personal data, including photographs, about a living, identifiable individual, the law deems you to be “processing” personal data and you must therefore abide by the terms of the law.
- 5.1.4. Malicious Communications: This Act makes it an offence to post an article intending to cause distress or anxiety, whether this takes the form of threat, offensive material or false statements.
- 5.1.5. Discrimination: Sex, Race or Disability.
- 5.1.6. Defamation. Obscenity .
- 5.1.7. Special Educational Needs and Disability Act 2001: This Act introduces the right for disabled students not to be discriminated against. Web content of SWP pages should be accessible to people with disabilities.
- 5.2. Take care to ensure that the tone of your pages is clear; irony and humour, for instance, are easily misunderstood in this medium.
- 5.3. Remember the laws relating to harassment, libel, etc and think twice before making any remarks that may appear critical of a third party.
- 5.4. Further guidance on computer misuse is available from the Technical Manager, on data protection from the Data Protection Officer and on SENDA from the Web Content Manager.

6. Standards of Acceptable Use: compliance with University guidelines

- 6.1. Use of the University's IT facilities constitutes acceptance of the University's Rules and Regulations and of the JANET (Joint Academic Network) Acceptable Use Policy.
- 6.2. Users are expected to comply with University policies and codes of behaviour. Relevant ones include:
 - 6.2.1. Intellectual Property.
 - 6.2.2. Code of Practice on Dignity at Work.
- 6.3. Use of SWP for personal purposes is permitted within reasonable levels. For guidance such use should not:
 - 6.3.1. Interfere with the user's required University responsibilities or with those of other University users.
 - 6.3.2. Jeopardise or interfere with the system so as to reduce the level of service for University business.
 - 6.3.3. Have a negative impact on the University in any way.

7. General Conditions of Use

- 7.1. These Conditions of Use are in addition to the Rules and Regulations on the Use of University Computers and Data Networks.
- 7.2. IT Services gives no guarantee against loss of service or information on the SWP server.
- 7.3. SWP is for academic and personal use only, commercial use is not permitted.
- 7.4. The University accepts no responsibility for views published on users pages.
- 7.5. No user defined scripts or applications are permitted on the SWP server.
- 7.6. IT Services may log any and all use of the SWP service, including visits, to ensure effective operation and may provide logs of accesses to a user's site to a third party, including but not limited to law enforcement agencies. However, there is no routine monitoring of the content of users' pages by IT Services staff
- 7.7. Authors of SWP Web pages must not designate, represent or hold out such pages as being official University Web pages, must not in any way suggest information on their pages represents the views of the University or part of the University and must not use such pages for official University business or to enter into contracts which purport to bind the University.
- 7.8. Misuse of any SWP account may result in the withdrawal of the account and the summary deletion of all pages created under that account.

- 7.9. Links to external sites should be verified (and checked periodically) to ensure that the site is not publishing information that may offend.
- 7.10. Every page must include a link to the SWP copyright & disclaimer page, with link text "© & disclaimer" (a Nvu template is provided which includes this link).
- 7.11. It is the user's responsibility to keep their Web pages up to date.
- 7.12. This Policy may be subject to change from time to time. It is the user's responsibility to ensure that they comply with the latest edition of these Terms in force at any given time. The latest edition of this Policy will be published at "<http://webspace.buckingham.ac.uk/policy.pdf>" and registered users should check this URL weekly for updates. Anyone using the service seven or more days after a change to this Policy is published will be assumed to have read and agreed to be bound by that change. As a courtesy only, registered users will be notified by email when this Policy is changed. As SWP is a free service users who do not agree to a change in this Policy may ask that their account be closed at any time without penalty.

8. Use of University Logo & Web Designs

- 8.1. SWP Web pages may not display the University logo or crest or other University copyright or trademarked materials including but not limited to artwork and design from the University official Web sites <http://www.buckingham.ac.uk> , <http://intranet.buckingham.ac.uk> and <http://extranet.buckingham.ac.uk>.

9. Breaches of the Conditions of this Policy

- 9.1. Complaints about the usage and notification of alleged breaches of this Policy or other applicable rules or regulations should be made, by email, to: webmaster@buckingham.ac.uk .
- 9.2. If a breach of the Rules & Regulations on Use of University Computers and Data Networks is suspected, authority is vested in the Technical Manager (or nominated deputy) and Officers of the University to suspend temporarily access to SWP and other IT services by any user suspected, pending full investigation and to take down any or all of a user's pages. Wider action will be taken in cases where the conditions are seriously breached.
- 9.3. Any disciplinary action taken will follow the University's agreed disciplinary procedures. However as SWP is a non-essential service, the decision to withdraw access to SWP may be taken by the Technical Manager without consultation.

10. Related Documents

- 10.1. Rules & Regulations on Use of University Computers and Data Networks
Location: the University Web site: <http://www.buckingham.ac.uk/its/rules/>
- 10.2. JANET Acceptable Use Policy
Location: linked to from the University Web site via the above link, or at: <http://www.ja.net/documents/use.html>
- 10.3. Code of Practice on Dignity at Work
Location: HR Department
- 10.4. UK Law (for guidance only):
<http://www.lse.ac.uk/Web/legal/basicLegalGuide.htm>
<http://internal.bath.ac.uk/Web/legal/index.html>
- 10.5. Special Educational Needs and Disability Act 2001 (for guidance only)
<http://www.ukcle.ac.uk/directions/issue4/send.html>

November 2004
<http://webspace.buckingham.ac.uk/policy.pdf>