



University Students' Council of the University of Western Ontario INTERNET POLICY

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Committee

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PREAMBLE

Realizing that the Internet is a vital communications medium, the University Students' Council (USC) wishes to offer students an effective method of exchanging on-line information on all matters of student life.

The purpose of this policy is to assist the University Students' Council in developing and administering an effective Internet presence that will enhance the educational and social experience of students at the University of Western Ontario. This policy will clarify the rules and regulations for all parties wishing to publish information on the USC Internet Server.

1.00 INTERPRETATION

- 1.01 "FTP" refers to the File Transfer Protocol, a method of sharing information on the internet.
- 1.02 "Internet" means the worldwide connection of computer networks.
- 1.03 "URL" means Uniform Resource Locator
- 1.04 "USC Home Page" refers to the USC's World Wide Web site.
- 1.05 "HTML" Hypertext Mark-Up Language.
- 1.06 "WWW" means World Wide Web, a method of sharing information on the Internet.
- 1.07 "WWW Page" means (1) page of a document stored on the World Wide Web.
- 1.08 "Bitmap" means a type of computer image file.
- 1.09 "Group WWW Pages" means the WWW pages maintained by a defined group on the USC Server.

2.00 GOVERNANCE

- 2.01 The Vice-President Communications is responsible for overseeing all content aspects of USC media in conjunction with the Executive Council.



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2.02 The USC Internet effort will be coordinated by the USC Systems Administrator, who shall report to:

- (1) The Vice-President Communications; and,
- (2) The Executive Council.

2.03 The USC Internet Policy shall abide by all rules of the USC and the Government of Canada.

3.00 ADMINISTRATION OF USC MEMBERS

3.01 The USC Internet Server is www.westernusc.ca. The USC web page URL shall be "http://www.westernusc.ca".

3.02 The only individuals to have complete control of the physical USC Internet server shall be the Vice-President Communications and any USC system administrators. The Systems Administrator shall control the security of the web content on the USC Internet Server.

3.03 The following groups are recognized by the USC as integral information sources at the University and are thus entitled to allocated space on the USC server:

- (1) Affiliated College Councils;
- (2) Faculty Councils;
- (3) Residents' Councils;
- (4) USC ratified clubs;
- (5) USC Commissioners;
- (6) USC operations and services; and,
- (7) Accredited Groups.

3.04 All USC Clubs, Commissioners, and Directors will have designated space available on the USC server and are responsible for maintaining up to date information regarding their positions or mandates and informing the System Administrator.

3.05 Any other groups that wish to be allocated space on the USC server must submit an application and proposal to the USC Systems administrator. In the event that a group is not granted this space on the USC server, the option exists for that group to appeal the decision to the Vice-President Communications.



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- 3.06 Each group that wishes to obtain allocated space on the USC server must supply a designate that shall be responsible to the System Administrator to provide all content within that group's allocated space.
- 3.07 The Vice-President Communications, under the authority of the USC Executive Council, reserves the right to grant limit, and revoke allocated space on the USC server.
- 3.08 The USC Systems Administrator, under the authority of the USC Executive Council, has the right to change USC WWW pages and addresses as necessary.
- 4.00 ADMINISTRATION OF COMMERCIAL ADVERTISING AND SPONSORSHIP**
- 4.01 There shall be no commercial advertising placed in any form on the USC server without the prior approval of the USC Executive Council.
- 4.02 No group shall endorse the sale of products on the USC server, except for those services directly related to the operation of that group.
- 4.03 Groups are allowed to thank advertisers for their sponsorship and to provide links for sponsor WWW addresses.
- 4.04 Procedure
- (1) Groups shall present the Systems Administrator with a WWW design concept and rough layout.
 - (2) After initial approval by the Systems Administrator, the WWW page shall be completed and submitted on disk for final approval.
 - (3) The Executive Council shall give final approval.
 - (4) If approved, the Vice-President Communications, or designate, shall assign the group a WWW address and place the WWW page on the server.
 - i. A 'new' bitmap shall appear before the new link for a period of two weeks after the WWW page is placed on the USC server.
 - ii. The group shall notify the Vice-President Communications, or designate, about any changes needed to be made to the content of the webpage.
 - iii. A designate of the group shall receive a password to the group directory and shall be permitted to make changes to the group WWW pages as necessary without obtaining further approval.
 - (5) The Vice-President Communications shall conduct routine checks on all WWW pages on the USC server.



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- i. Any group found to be in intentional violation of any rules and regulations of this policy or of any of the USC generally, shall lose all USC server privileges for a period of no less than one (1) year.
- ii. Where a group has lost its server privileges, the group may appeal the decision to the Executive Council.
- iii. The decision of the Executive Council shall be final.

5.00 USC SERVER ALLOCATED SPACE

- 5.01 Allocated space on the USC server shall be used for the purpose of publishing information on the Internet that relates to the specific group or student life in general.
- 5.02 The USC Systems Administrator is responsible for assigning and monitoring the entire directory structure on the USC server.
- 5.03 Allocated space on the USC server shall consist of designated directories containing no more than 3 megabytes of information. Should any group need more allocated space they must have permission from the USC Systems Administrator.
- 5.04 No group shall change any information on the USC server that is not within their allocated space. The group designate shall be responsible for maintaining the security of the password.
- 5.05 No group shall publish information or links to information on the USC server that is hateful in nature or slanderous to any groups or individuals on or off campus. As well, no group shall make reference or promote any material that contravenes the USC Standing Policies and Procedures.
- 5.06 All group WWW pages on the USC server must:
- (1) Contain a link to the USC home page;
 - (2) Use web design and HTML standards approved by the USC Systems Administrator;
 - (3) Not contain material or links to material considered to be offensive, sexually explicit, or vulgar;
 - (4) Reflect the educational level of the University with reasonably correct spelling and grammar; and,
 - (5) Abide all USC Standing Policies and Procedures, all Municipal, Provincial and Federal laws.



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