



## University Policy Statement

### UPS 103.005

## WORLD WIDE WEB POLICY

### I. Purpose

California State University, Fullerton recognizes the importance of the Internet as a means to provide information about its programs and services, support its Mission & Goals and provide access to informational resources for study and research. This Policy is intended to promote use of the Internet as a publishing medium by clarifying the responsibilities of authors and providing guidelines for the production of accurate, useful and attractive websites that enhance the University's standing in the global academic community.

### II. Guidelines for All Websites

A. The following guidelines apply to any website housed on a University-controlled server or within the fullerton.edu domain.

1. All content must comply with all applicable federal, state and local laws, including those addressing copyright, trademark, libel, harassment, child pornography and obscenity. All content must also comply with all applicable California State University system and University policies, procedures and regulations.
2. It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability<sup>1</sup>.

This policy is premised on federal and state laws including but not limited to Section 504 of the 1973 Rehabilitation Act; the Americans with Disabilities Act of 1990; Section 255 of the Telecommunications Act of 1996; and California Government Code 11135 of 2003 which applies Section 508 of the Rehabilitation Act as amended in 1998 to the CSU, as well as CSU Executive Order 926 and Coded Memorandum AA-2006-41.

3. The University website shall be in compliance with Western Association of Schools and Colleges and federal requirements for institutional websites.
4. All web pages must conform to the web accessibility principles set forth in the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines.
5. If a website utilizes a link to a site not within the fullerton.edu domain, the following disclaimer must appear prominently on the site at least once:

This site may contain links to websites not administered or managed by California State University, Fullerton. The University does not review, control or take responsibility for the contents of linked sites.

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<sup>1</sup>42 USC 12112.

No link may imply endorsement by the University. All links should be reviewed and updated regularly (at least once per year).

6. Websites may not be used for private business or commercial purposes (such as selling, advertising, merchandising or soliciting) or personal financial gain or benefit (such as fundraising) except as permitted by CSU System or University policies or regulations.
7. The name and contact information for the University faculty or staff member responsible for the website must be provided on the website. The designated content provider is responsible and may be held accountable for the accuracy, currency and content of the website.
8. Websites may not contain any material that enables others to gain unauthorized access to any computer system, nor may they compromise the ability of any systems or networks to operate.
9. The University reserves the right to remove any web page or site at any time if the University reasonably believes that the page or site violates this Policy and/or hampers University activities as determined by the President or designee, in consultation with the Information Technology Committee whenever possible. Consultation with the website administrator shall be sought in conjunction with the removal of a website.

### **III. Guidelines for Administrative Websites**

- A. Administrative websites are defined as websites housed on a university-controlled server or within the fullerton.edu domain and authorized by an administrator of a University Division, College, Department, Unit or Program. As with all of the University's major external print publications, the President or designee has the right to review these sites for their adherence to this Policy and the University's Mission & Goals.
- B. The following guidelines govern information posted on an administrative website.
  1. All administrative websites must comply with the provided Administrative Website Templates.

Alternate websites templates must be approved by the appropriate University entity responsible for website standards.
  2. Sub-pages of an administrative home page must be clearly identified using the following format:

An administrative page of the Department of Animal Husbandry at California State University, Fullerton. (c) California State University, Fullerton. All rights reserved.
  3. Web materials that include statements that represent University policy must state explicitly whether the version on the web is the official version or, if an official version exists elsewhere, where and how to find that version.

#### **IV. Guidelines for Non-Administrative Websites**

- A. Non-Administrative websites are defined as websites created and maintained by University faculty, staff, students and organizations and housed within the fullerton.edu domain.
- B. The following guidelines govern information posted on a non-administrative website.
  - 1. Authors of non-administrative websites are strongly encouraged to consult the official CSUF website standards.
  - 2. The following disclaimer must appear on any non-administrative Website:  
The authors of or contributors to this non-administrative Website are solely responsible for the information and opinions posted here. The information contained on this page does not necessarily reflect the views of California State University, Fullerton.

#### **V. Resources**

- A. Please see the following link for up-to-date website resources:  
<http://brand.fullerton.edu/standards-downloads/web.aspx>

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