

**University Policy Statement
California State University, Fullerton**

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 web sites that enhance the university's standing in the global academic community.

II. Guidelines for All Web Sites

- A. The following guidelines apply to any web site 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 disability¹.

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. All web pages must conform to the web accessibility principles set forth in the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines 1.0.
4. If a web site utilizes a link to a site not within the fullerton.edu domain, the following disclaimer must appear prominently on the site at least once:

¹ 42 USC 12112.

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

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

5. Web sites 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.
6. The name and contact information for the University faculty or staff member responsible for the web site must be provided on the web site. The designated content provider is responsible and may be held accountable for the accuracy, currency and content of the web site.
7. Web sites 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.
8. 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 Web Sites

- A. Administrative web sites are defined as web sites 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 web site.
 1. All administrative web sites must comply with the provided Administrative Website Templates. Alternate Templates must be approved through the office of University Communications and Marketing.
 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 Web Sites

- A. Non-Administrative web sites are defined as web sites 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 web site:
1. Authors of non-administrative web sites are strongly encouraged to consult the guidelines suggested by the "Graphics Standards and Publications Style Guide" published by the office of University Communications and Marketing.
 2. The following disclaimer must appear on any non-administrative Web site:
The authors of or contributors to this non-administrative Web site 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

Website Templates

http://www.fullerton.edu/it/services/Web_Publishing/User_Templates/index.asp

Presidential Directive 13

<http://www.fullerton.edu/policies/presdir/dir13.htm>

Academic Senate University Policies

<http://www.fullerton.edu/senate/ups.htm>

University Communications and Marketing

<http://www.fullerton.edu/ucomm/>

Links are on

http://www.fullerton.edu/it/services/web_publishing/accessibility.asp

Accessibility Links

[CSU Coded Memo: Access to Electronic Information Technology for Persons with Disabilities](#)

[Section 504 of the 1973 Rehabilitation Act](#)

[Summary of Section 508 Standards](#)

[Americans with Disabilities Act of 1990](#)

[Section 255 of the Telecommunication Act of 1996](#)

[California Government code 11135 of 2003](#)

[Federal IT Accessibility Initiative](#)

IT Resource page on websites

http://www.fullerton.edu/it/services/Web_Publishing/

The Computing Facilities Use Policy

<http://www.fullerton.edu/senate/PDF/100/UPS103-004.pdf>

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