

BSU Web Site Publishing Policy

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| Purpose | The purpose of this policy is to delineate guidelines and expectations to anyone who publishes content on the BSU web site. |
| Policy Statement | All persons publishing content on the BSU web site must adhere to the responsibilities listed below. |
| Applies to | All members of the BSU community |
| Responsibilities | <p>The function of the Bridgewater State University web site is to provide internal and external visitors with a convenient source of accurate and timely information about the university and to encourage and enhance the use of information technology for teaching and learning.</p> <p>The Bridgewater State University Home Page is an official publication of the university. The Office of Institutional Communications is responsible for overseeing the style and content of this page, as well as official pages provided by academic and administrative departments that are linked from the Home Page, to assure that the pages present accurate information and a consistent image of the university. Development of the Bridgewater State University web site is guided by the Web Management Team.</p> <p>Who may publish on the web site</p> <p>Web pages linked to the Bridgewater State University home page may be created by academic departments or schools, administrative departments, university-funded student groups, and officially constituted committees such as the All College Committee. Departments or committees that publish on the university web site must assign a full-time faculty or staff member to be their designated Information Provider. The Information Provider must sign the Web Information Provider's Agreement prior to submitting content on the web site. The Director or Chairperson of the department/organization is responsible for departmental/organizational web content.</p> <p>Faculty, staff, and students may publish personal pages that are linked to the web site through official index pages. The author bears full responsibility for the contents of their personal web page. Authors must adhere to the university's Responsible Use of Information Technology policy.</p> <p>Web publishing guidelines</p> <p>All Bridgewater State University publication guidelines must be followed including the Bridgewater State University Web Publishing Guidelines. Copyright and trademark rules must be followed as well as federal and state laws protecting personal identifiable information. Graphics, video, audio, or text created by another person may not be placed on a page without demonstrated permission of the artist or author. Authorized Bridgewater State University photographs will be placed in a centralized web directory for use</p> |

by Information Providers. For all other photographs, authorization must be received from all photograph participants before being placed on official web pages.

Title: BSU World Wide Web Site Policy

Approved By: Pat Cronin, Chief Information Officer

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Date of Last Revision: September 2010

Policy Category: Information Technology Division