

UNIVERSITY OF SOUTH CAROLINA AIKEN
ADMINISTRATION POLICY
SUBJECT: Electronic Home Pages and Web Sites
Number: 117
Issued by: Campus Technology Committee
Date: January 06, 2004

The University of South Carolina-Aiken recognizes the value and potential of publishing on the Internet. Electronic home pages and web sites at USC Aiken are governed by the University Policy "ACAF 7.04": Electronic Home Pages and Web Sites." Additional information regarding electronic home pages and web sites at USC Aiken are included in this policy.

Departments, organizations or individuals wishing to develop electronic home pages should adhere to the guidelines in University Policy ACAF 7.04. Institutionally sponsored home pages (academic departments or administrative units) should have the name "University of South Carolina Aiken" prominently displayed.

Completed electronic home pages should be submitted to the campus webmaster for inclusion on the USC Aiken Web Site. All departments, organizations, and individuals are required to have an ***Electronic Home Page Authorization Form*** on file with the webmaster.

RESPONSIBILITIES

Campus Technology Committee (CTC)

Responsible for receiving feedback and suggested modifications to this policy.
Web Support Team

Responsible for providing guidance in the application of this policy through the campus electronic home page;

Campus Webmaster

Responsible (with the assistance of the Assistant Chancellor for External Affairs) for maintaining the content and appearance of the USC Aiken Home Page and all pages linked immediately (one hyperlink) to the USC Aiken Home Page;
Responsible for providing and maintaining links between the USC Aiken Home Page and all subordinate pages and responsible for providing access/authorization for maintenance purposes to developers of electronic home pages ; responsible for enforcing this policy as provided in University Policy ACAF 7.04; and responsible for recommending the deletion or need for updates/corrections to existing home pages which do not adhere to this or any other University policy or do not have timely information. Responsible for providing training on Web use, authorship and design assistance.

Assistant Chancellor for External Affairs

Responsible for the content and appearance of the USC Aiken Home Page and all pages linked immediately (one hyperlink) to the USC Aiken Home Page; and responsible for periodic review (each six months) of all departmental, organization, and personal home pages for compliance with University Policy ACAF 7.04 and this policy.

School Heads. Department Chairs and Administrative Units Heads

Responsible for the content (including links to other pages) of electronic home pages from their units directly or indirectly to USC Aiken's Home Page. These individuals or their designated representatives must approve all page content (including links) before a page will be linked to USC Aiken's Home Page.

Faculty and Staff

FACULTY: Responsible for content (including links to other pages) of electronic home pages prepared by students for a class assignment

FACULTY/STAFF: Responsible for content (including links to other pages) of electronic home pages prepared as "professional" pages (pages that list professional qualifications and activities as opposed to a "personal" page) that are linked directly to academic department or administrative unit pages.

Individual Students, Faculty, and Staff

Responsible for content (including links to other pages) of their personal electronic home pages.

WEB SITES/PAGES

The policy for Institutionally Sponsored Home Pages and Web Sites/ Pages Created by Individuals is outlined in University Policy ACAF 7.04.

In addition to the information for all Web Site/Page developers included in University Policy ACAF 7.04, web/sites pages of officially recognized student organizations at USC Aiken must contain the following minimum technical style and format information:

1. The name of the student organization publishing the page;
2. Name and e-mail address of the individual who is responsible for maintaining the page;
3. Date of last update;
4. The URL (i.e., Uniform Resource Locator) of the page;
5. The prominently displayed disclaimer: "The views and opinions expressed in this page are strictly those of the page author and organization. The contents of the page have not been reviewed or approved by the University of South Carolina Aiken."
6. Student organization electronic home pages will not be linked from the main USC Aiken home page. Student organization electronic home pages will reside on the Student Activities Home Page.
The Student Activities Director will determine if the student organization requesting a home page is an officially recognized student organization prior to giving approval for the home page to be linked from the Student Activities Home Page.
7. Student organizations are also subject to the general policies covered in the USC Aiken Student Handbook.

8. An Electronic Home Page Authorization Form must be submitted each year by student organizations with the current contact person's name.