

Marianopolis Web Site Policy
May 28th, 2007

The Information Officer is responsible for the application of this policy. In the event that the Information Officer position is unoccupied, the Net Committee will assume the responsibility. This policy is a work in progress; the most up to date version is available at <http://www.marianopolis.edu/webpolicy>

Splash screen content will be governed by a policy and calendar approved by the Marketing Committee. All extenuating announcements and information submitted for posting which do not comply with the calendar or policy will be subject to approval by the Director General's Office.

Given the fact that the website aims to promote the college & services to the external community & college community, the objectives are as follows

1. To present accurate and appropriate information
2. To ensure that content is maintained with timely updates
3. To synchronize information, style and organization on the website

Scope

This policy applies to all members of the college community who supply content to the official Marianopolis website.

Hosting

- Websites should have the primary purpose to provide information about Marianopolis and community in order to be hosted on the Marianopolis server.
- Any site hosted by Marianopolis must abide by the Marianopolis guidelines with respect to information about Marianopolis.

Accounts may only be used by the individual to whom access has been granted by the College.

Content that is out of date or inaccurate will be removed.

Commercial links and/or promotional solicitations must be submitted for approval to the Director General's office in advance.

Any material that is deemed offensive, obscene or indecent will be removed from the website.

Any material that is deemed defamatory will be removed.

Any disagreement with the application of this policy should be addressed to either the Director General's Office or the Office of the Academic Dean.

DEFINITIONS

World Wide Web (WWW or Web)

The universal collection of inter-connected, hyper media documents that utilize a set of standard protocols.

Marianopolis Website

The official website of Marianopolis College referenced as www.marianopolis.edu.

Marianopolis Splash Page / Home Page

The official entry point and the directly linked index pages of the Marianopolis College.

Net Committee

A group chaired by the College Webmaster. The Committee is responsible for reviewing and revising the College's Web Page Policy and Web Page Procedure and the Web Style Guide for Unofficial Pages.

Webmaster

A college employee from ITS with the responsibility for the management of the Marianopolis College Website.

Responsible

Department or Service representative responsible for providing and maintaining content for a particular portion of the official website.

Content Provider

The individual responsible for posting content on the website.

Disclaimer

The following is the disclaimer statement that must appear on all Unofficial Pages. "The views and opinions expressed in this page are strictly those of the page author. The contents of this page have not been reviewed or approved by Marianopolis College.