



The University of Toledo - Main Campus Policy

III-4-2 ARTICLE II

Home Pages

Section 1. The University home page:

There will be only one main University home page. The address of this page will be <<http://www.utoledo.edu>>. The UT home page may contain a banner with the UT logo and a link to a file containing a welcome statement and a photograph of the President. It will also include the date last revised. Below the link to the president's home page will be a link to a statement on University policies on electronic media followed by a variety of hot links giving the user an opportunity to learn about The University of Toledo. Examples of headings include: Visitor Center; Academics and Research; General Campus Information; Student Groups and Activities; Campus Tours; Internet Activities at UT.

The UT home page will be reviewed regularly for timeliness and scope of coverage by the Public Information Office. Any necessary or recommended changes will be effected by Public Information and Information Technology working together.

Section 2. College home page:

A college home page should contain a hot link to a greeting from the Dean, as well as a link back to the UT home page. The rest of the college home page should include a general information link and links to specific departments. The home page must also contain the name of the webmaster for that page and his/her e-mail address. The e-mail address can be made into a hot link via the Mailto command, but that is optional. In addition, the date last revised is to appear on the page.

Section 3. Departmental home page:

A departmental home page is to follow the guidelines for a college home page (above). It may contain a greeting by the department chair. It must also contain a hot link back to the college or UT home page. Use of audio and full motion video are subject to approval by the Chief Information Officer. The rest of the department home page may include links to general information about programs, links to course descriptions, links to individual faculty or staff home pages, and links to information and resources which highlight the department. At the bottom of the page will be the e-mail address of the webmaster of that page and the date last revised. The Mailto command can be included for a direct hot link to the page's webmaster.

Section 4. Non-academic unit home pages:

Units which are not academic in nature optimally will follow the guidelines for college and departmental home pages. The uniqueness of these units may require them to develop individualized topic areas but, as is the case for college and departmental home pages, timeliness, accuracy, appropriateness, and appearance are important expectations. The webmaster's address and last time revised must be included in these home pages.

Section 5. Personal home pages:

The University may allocate a limited amount of resources to allow members of the University community to create their own home pages. Members of the University community are expected to act responsibly in the Web environment. The University reserves the right to review all publicly-accessible home pages before those pages are placed onto its network and regularly thereafter. Home pages must conform to all University policies and guidelines, as well as to all local, state, and federal laws. Home pages which place people and/or the University at legal risk (or which do not reflect well on the University) will not be allowed.

At a minimum, the e-mail address of the person, and the date last revised must be included. An office metaphor applies here. If it is appropriate for a University office, then it can generally be considered appropriate for the Web page. For example, family and personal photos are probably acceptable. For a list of appropriate and inappropriate content for personal home pages, please see the General Policies section below. The University reserves the right to immediately break the link to an offending home page, pending review by the Public Information Office. If the home page is found to be acceptable, the link will be re-established; otherwise the link will be permanently broken and disciplinary action against the individual may be taken, including denial of computer and network privileges.

Optional components on personal home pages may include photographs, descriptions of non-academic interests, and links to other Web sites. People must recognize that disk space is limited and should keep the size of their home page activity to a rather small allocation. Questions regarding the appropriateness of links may be addressed to the Public Information Office.

Section 6. General policies for all home pages:

The webmaster of the page is responsible for all content on that page. Care must be taken to guarantee accuracy, timeliness, appropriateness of content for the intended audience, and physical appearance of the page. In addition, the webmaster must take reasonable care to make sure that all hot links are pointing to the correct resource.

The webmaster's name, e-mail address, and date last revised must appear on every home page. The webmaster must take reasonable care to recognize that he/she represents not only himself/herself and his/her department or program, but also the entire University. The UT Web is treated like a large-scale University publication. The University retains the right of editorship of all material placed in its name on the Web.

Personal home pages in violation of University policy and local, state or federal laws will not be allowed. In addition, the Public Information Office shall be granted the authority to review and immediately remove any home page deemed as inappropriate. The University will review offending home pages and will have the authority to permanently delete these home pages, request modification, or reinstate them. As a rule of thumb, the office metaphor may be used to determine the acceptability of home page content, but this rule is not absolute and is not binding on the University.

No anonymous or alias-named personal home pages will be allowed. All personal home pages must be linked by the home page owner's actual name.

Examples of unacceptable content on personal home pages include but are not limited to: material which is in violation of University policies, procedures, and guidelines; the promotion of illegal activities; material which is in violation of local, state or federal laws; sexually explicit or sexually harassing material; hate speech; and material which does not positively and accurately represent the University in an acceptable light. Direct links to this type of content will be treated as if the content existed on the person's home page itself.

Students, staff, faculty, and alumni/ae must recognize that they are ultimately responsible for their own safety and security and should therefore consider very carefully the personal information they elect to place about themselves on their own home pages.

Adopted by the UT Board of Trustees, February 10, 1999