

NUI Galway - Web Policy

Introduction

The World Wide Web is a rapidly developing medium through which information may be made available or published to a global audience. The development of the World Wide Web presents opportunities in terms of a global presence and image for NUI Galway, improved internal communication, and the opportunity to consider new ways of teaching and learning, both on-campus and remotely, in a cost-effective manner. There are considerable challenges for the University to exploit the technology in the most effective way, and the following represents the University's policy in its efforts to achieve this goal.

The Policy

NUI Galway, recognising the changing environment in which it operates, and wishing to exploit the benefits of Web technology, is committed to developing and promoting Web facilities to enable publication of appropriate material:

- as a main information source for use by external and internal users;
- to facilitate the internal flow of information for use by staff and students as appropriate;
- as a marketing tool to promote the University's activities and brand;
- as a teaching / learning resource for use by staff and students;

and to provide appropriate resources and encouragement to support this.

The purpose of this policy and related documents is to establish standards and best practice guidelines for information appearing on the University's Web site to ensure the posting of creative and accurate information that is representative of the University and that reflects the professional purpose and integrity of National University of Ireland, Galway. It also seeks to ensure that information providers are aware of their responsibilities and obligations in relation to Web publishing and that all operate within the appropriate legal and ethical frameworks and in the best interests of NUI Galway.

Scope of the Policy

This policy governs any electronic documents made available via Web technologies which meet any of the following conditions;

- they represent an official unit or activity of the university
- they are hosted on University resources

- they bear marks, logos, or symbols that might imply endorsement by the University regardless of where they are hosted.

Creating / Publishing / Presentation on the Web

NUI Galway Web Standards & Best Practices

The Office of the Vice-President for Strategic Initiatives & External Affairs is responsible for all material published by the University as a corporate entity on the Web. Individual organisational units are expected to publish their own Web sites. Where issues of coordination arise, the Office of the Vice-President for Strategic Initiatives & External Affairs shall resolve the boundaries of these responsibilities.

All information published:

- must comply with the “NUI Galway Web Standards” as laid down by the Office of the Vice-President for Strategic Initiatives & External Affairs.
- should comply with the “NUI Galway Web Best Practices” as laid down by the Office of the Vice-President for Strategic Initiatives & External Affairs.

The Office of Vice-President for Strategic Initiatives & External Affairs shall adjudicate on compliance with the NUI Galway Web Policy, Standards & Guidelines.

Legal Responsibilities

The University must be in a position to show that it has taken all reasonable steps to prevent illegal activities associated with the Web. Those responsible for publishing information on the Web must ensure that the material made available does not risk criminal prosecution or civil legal action, or that material, even if legal, is appropriate for publication by the University.

All those responsible for publishing information on the University Web sites must respect the laws and specifically, but not exclusively, be aware of your responsibilities under;

- Copyright and Related Rights Act 2000
- Criminal Damages Act 1991
- Data Protection Act 1988
- E - Commerce Act 2000
- Prohibition of Incitement to Hatred Act 1989
- Freedom of Information Act 1997
- Child Trafficking and Pornography Act 1998

The Code of Practice for Web publishers is currently being drafted.

Technical Issues

Technical Support

The University's WWW platform is managed and controlled by the Director of Computer Services. Computer Services provide central resources to enable organisational units to meet the minimum mandatory Web Standards. Organisational units may exceed the minimum mandatory Web Standards but are then responsible for the provision of such resources.

Computer Services is responsible for:

- controlling the registration of nodes connected to the Campus network;
- authorising the use of these nodes for the provision of Web resources;
- ensuring that the necessary connections to the outside world are maintained;
- maintaining a register of University Web sites;
- providing technical assistance / best practices for members of the University community wishing to develop Web based resources.

It is the responsibility of authorised users to ensure that the equipment used to deliver the Web resources (other than that managed directly by Computer Services) is operational at all times.

Security

All those responsible for publishing information on University Web sites are governed by the University Security Policy, and codes of conduct and practice authorised under the University Security Policy.

The Code of Practice for Web publishers is currently being drafted.

Control

Any breach of the University Web Policies and Standards, will after due consultation and review, result in removal of the offending material from the Web site and if necessary the removal of the node from the Campus network.

Resources

The University recognises the resource implications of providing and managing a quality Web site and will provide for:

- Web specialist posts

- Appropriate levels of hardware and software
- End user technical support
- Linguistic support
- Training and awareness programmes.

Ongoing Development and Review of the Web

Acknowledging the dynamic nature of the Web, the University will put in place mechanisms to ensure ongoing review of:

- Web Developments
- The University Web Policy, Standards, and Best Practices
- Web Utilisation and Exploitation
- Web Promotion
- Web Marketing