



Administrative Systems & Services

Web Team

Web Publishing Policy

PURPOSE

The purpose of the Berea College Web site is to provide a centralized electronic resource containing information and services that are critical to promoting and supporting the Common Learning Goals, Great Commitments, Strategic Initiatives, and institutionally essential information about the college and its units (divisions, departments, centers, offices, and services.)

The quality of information published by Berea College is vital to upholding the reputation and image of the college. This policy sets the standards and procedures that help to ensure that all information published electronically is visually appealing, accurate, properly located, and meets the needs and expectations of our Web site visitors.

WEB SITE STRUCTURE

The Berea College Web site contains the following five domains:

1. **www.berea.edu** The pages contained in this domain are designed and maintained by the Berea College Web Team. These pages include the college home page, portal pages, and department pages. Designated Web liaisons work with the Web Team to provide content for these pages. All of the pages housed on this domain are considered "official" college pages, and they must contain the official Berea College wordmark and/or logo, a link to the official Berea College home page, the date of last revision, and initials of the person responsible for revisions. Department pages must be linked to each other, and back to the home page, so that all the pages remain navigable. All Web pages appearing at www.berea.edu other than "official" college pages are considered to be "Independent" pages.
2. **faculty.berea.edu** The pages contained in this domain are solely designed and maintained by faculty of Berea College who are responsible for their content. These pages are classified as personal pages.
3. **staff.berea.edu** The pages contained in this domain are solely designed and maintained by staff of Berea College who are responsible for their content. These pages are classified as personal pages.
4. **students.berea.edu** The pages contained in this domain are solely designed and maintained by students of Berea College who are responsible for their content. These pages are classified as personal pages.
5. **community.berea.edu** The pages contained in this domain are designed and maintained by various individuals within the Berea College community (faculty, staff or students). This domain contains independent department pages, publication pages (e.g., newsletters, magazines, and faculty projects), and official student club and organization pages. The authors or contributors are responsible for the content contributed to such pages.

Berea College recognizes the value of publishing on the Internet, and encourages faculty, staff, and students to publish content that is related to and enhances the learning experience. Independent pages are permitted and encouraged, but must not appear to be official Berea College pages. Independent pages may not contain any official wordmarks, logos, images, or other intellectual property that would purport to identify an Independent page as being an "official" Berea College page. Views and opinions expressed in



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Independent pages are strictly those of the page authors. Those who create Independent Web pages assume responsibility to maintain and update them.

POLICY

All Berea College Web pages (all domains):

1. Must follow all applicable federal and state laws, college policies and standards, including but not limited to those regarding nondiscrimination, libel, copyright, offensive material. Please refer to the Terms of Use for details. Authors of Independent Web pages are legally responsible for the content of their publications. Publishing within the berea.edu domain is a privilege afforded by the college and is not a right. Accordingly, the College acting through the Web Team reserves the right to edit and/or remove content that resides within the berea.edu domain. This includes content on "independent" as well as "official" pages that may be deemed offensive, profane, vulgar, abusive, slanderous, libelous, or otherwise illegal as determined by the Web Review Committee or the Administrative Committee.
2. Must contain a name and e-mail link to the person(s) responsible for maintaining the information on the page.
3. Must not contain any of the following:
 - a. Any material intended for personal financial gain.
 - b. Commercial advertising of any kind, including banner ads in exchange for free services.
 - c. Any information that violates Berea College policies, Terms of Use, software licensing agreements, contractual agreements, copyright, or any local, state or federal law.
 - d. Any executable scripts posing a security threat to the server or individual user's computers.
 - e. Information that could be used to compromise the security or availability of Berea College resources.
 - f. Material that provides information about how to commit any criminal or illegal act.
 - g. Links to an obscene Web site can be a violation of the law. There are laws against distributing obscene material (not just creating it).
 - h. Any misleading labeling of material or links.
 - i. The portrayal of any material as officially representing or sanctioned by Berea College without proper authorization.
 - j. Personal data concerning faculty, staff, or students to which you have access without explicit authorization to publish.
 - k. Any material intended for hosting an unaffiliated organization, whether that organization is for-profit or not-for-profit.
 - l. Any direct links to sites which would otherwise violate this policy.



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In addition, Independent Web pages (faculty.berea.edu, staff.berea.edu, students.berea.edu, community.berea.edu):

1. Must contain a link to the Berea College Web Site Terms of Use.
2. Must not contain the college's official wordmark, logo, slogan, or other similar intellectual property (photos, graphics, documents) that belong to the college.

DISCLAIMER

Berea College will not attempt to censor or actively police the content of Web pages but will deal with problem situations as they arise or are reported. The Web Team may review Web pages if there is reasonable cause to believe that a user has engaged in misuse or violation of this policy. The Web Team can suspend, discontinue, or deny Web page service without notice to anyone it determines is abusing this policy. Infractions shall be reported to the Chief Information Officer and to Student Life, in the case of students. In addition, if Web pages violate local, state, national, or international law, then legal action may be taken.

Berea College recognizes that electronic publication technology is evolving rapidly. This policy will be reviewed as needed by the Web Team and/or the Administrative Committee.

All Berea College Web pages created after the adoption of this policy must conform to the policy immediately. Any pages created prior to the adoption of this policy must be in compliance with the policy by January 1, 2005.

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