

Electronic Distribution of University Information via the Internet

Policy No.: 900-13

Effective: 2/03/06

PURPOSE:

The purpose of this policy is to provide some uniformity in public image and accountability for information presented in the name of the University, while supporting and encouraging creativity in the academic use of computing resources. The diversity and eclectic nature of interests in the University community are part of the richness we offer to the wider community and to the world.

POLICY/PROCEDURES:

1. There will be one California State University, Northridge home page. Its universal resource locator (URL) is <http://www.csun.edu/>. It includes references to Web pages created and maintained by University departments and Colleges.
2. The administrative home page shall be maintained by Information Technology (IT) personnel. A Web manager shall be designated by IT to oversee this service.
3. The University Web home pages may include links to departmental documents as appropriate, and should clearly label them as such.
4. Web pages created and maintained by Campus administrative units are required to use the University name and logo and must clearly indicate the organization responsible for their content, and must contain the name and email address of the individual responsible for their maintenance, as well as the date the information was last updated. The Web manager may include links to these pages in the University home page. Creators of departmental Web pages are required to include links to the University home page.
5. All information offerings identified with a University entity should conform to the University policy prohibiting harassment and discrimination and strive to be as timely and accurate as possible.
6. Personal opinions should be clearly labeled as such. This policy should not be construed as abridging the principles of academic freedom and constitutional guarantees of free speech, but should be understood as encouraging fairness and civility.
7. No material on any CSUN server may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way, without explicit permission, except as provided by the fair use provisions of the Digital Millennium Copyright Act. Modification of the materials or use of the materials for any other purpose is a violation of CSUN's copyright and other proprietary rights. For purposes of

these terms, the use of any such material on any other web site or networked computer environment is prohibited.

8. Under the Digital Millennium Copyright Act, the University must specify an agent to receive notices of infringement from an owner alleging that a CSUN Web Site is infringing its copyright. CSUN has designated the following agent:

Hilary Baker, Director of Information Technology and Chief Information Officer, California State University, Northridge 18111 Nordhoff Street Northridge, CA 91330-8280

Email: hilary.baker@csun.edu, Phone: (818) 677-5700

9. This policy shall apply to any and all future developments in delivery and distribution that may supplant current technology.

FURTHER INFORMATION:

Chief Information Officer, CIO

APPROVED BY THE PRESIDENT