Stellenbosch University Web Regulation

Note: This is an interim regulation and will be replaced by a Web Policy

A. Scope

1. Stellenbosch University (SU) publishes and hosts various types of websites. The types of websites covered by this regulation include:
   a. The Institutional, or "Corporate", website (www.sun.ac.za) which refers to all web pages that are edited and authored by the Communications & Liaison Division on behalf of the university.
   b. Faculty, school and academic department, division, unit, centre of excellence and institute websites (*.sun.ac.za, *.usb.ac.za)
   c. Institutional web portals: student portal (www.mymaties.com); staff portal (my.sun.ac.za); alumni portal (www.matiesalumni.net); prospective student portal (www.maties.com); postgraduate portal (www.sun.ac.za/postgrad).
   d. Intranet websites[1] and collaborative websites
   e. Student residence and association websites
   f. Institutional blogs and wikis.
   g. Websites of affiliated entities hosted on University servers.
2. For the purpose of this document, all sites, no matter on which technology platform or content management system they reside, whether mobile or not, are referred to as "websites".
3. Many of the above are public-facing websites to some degree and must reflect and protect the image and brand of the University.
4. At the same time, the ethos and freedoms of a university must be recognised. Consequently, this regulation attempts to strike a fair balance between control and freedom.
5. The regulation defines roles for stakeholders involved in publishing, maintaining, developing and hosting university websites.
6. The regulation is promulgated in terms of the Electronic Communications Policy (ECP) and are supplemental to the ECP.

B. Roles

1. Web Committee

   a. The cross-institutional Web Committee[2] performs the following functions:
      i. Acts as the institutional custodian of this regulation and proposes changes as and when necessary;
      ii. Develops, proposes and advises on web strategies for the university; and
      iii. Co-ordinates integrated development projects around web technologies, services and platforms.

2. e-Communication Development (a sub-division of the Communications and Liaison Division)

   a. The sub-division is responsible for the publication of institutional websites and must:
      i. co-ordinate and maintain the online image, identity and brands of the institution;
      ii. manage institutional website content;

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[1] Websites that can only be accessed by authorised staff and students of Stellenbosch University
[2] The Web Committee is a cross-institutional committee that is created in terms of the Information Technology Governance Structure. It replaces the old Portal Committee.

    iii.   manage the content of certain web portals; and

    iv.   set content, design and online image standards for *all* Stellenbosch University websites.

3. Information Technology Division (IT)

a. The IT Division is responsible for managing the hosting environment which includes:

    i.   A secure hosting environment;

    ii.   Domain hosting;

    iii.   Domain registration and management for institutional domains;

    iv.   Backup and restore capabilities;

    v.   A guaranteed level of availability of the technical environment;

    vi.   Upgrading of different platforms;

    vii.   Providing or brokering a web analytics platform; and

    viii.   Advanced support.

b. The IT Division is responsible for selecting, architecting and providing web content management systems and web hosting platforms for institutional use.

c. The IT Division reserves the right to reject requests to develop websites and web applications for web content management systems (WCMS) or host websites on platforms that are not supported or recommended by the division.

4. Site owners

a. The site owner is the "institutional owner", or curator, of a website who takes responsibility for:

    i.   Compliance with this regulation, and image and content guidelines;

    ii.   Appointing the webmaster(s);

    iii.   Managing the website domain in the case where it is not an *.ac.za domain; and

    iv.   Covering any costs related to establishing or operating the website, where applicable.

5. Webmasters

a. Webmasters provide technical support for each website for which they are webmaster. They are responsible for:

    i.   Managing the website content;

    ii.   Assigning rights to another individual to maintain the site if the developer of the site is not from Stellenbosch University. In this case, the site owner should give permission for the access rights to be granted to the external service provider;

    iii.   Applying security software updates for the web content management system (WCMS) or platform where it is not a WCMS or platform that is supported and administered by the IT Division;

    iv.   Providing usage analytics to the site owner; and

    v.   Conveying any technical requests to the IT Division.

C. Hosting and Publishing Conditions

1. **Permitted websites and charges**

   a. Websites of any Stellenbosch University faculty, school, department, division, unit or institute, centre, research group, student residence, sport organisation or student organisation registered with the Student Representative Council can be hosted on the Stellenbosch University servers for no charge up to a storage limit that is determined from time to time. Hosting fees will be levied above this limit.

   b. Stellenbosch University will permit the following other websites to be hosted on its infrastructure:

      i. Websites that are related to academic or research activities *and* that generate income; or

      ii. Affiliated sites: scholarly societies or national associations' websites which are the responsibility of a faculty, school, department or division of Stellenbosch University.

   c. The following conditions apply to the websites defined in C1b above:

      i. Domain registration (domains other than that of institutional websites) is the responsibility of the site owner;

      ii. All such websites will be charged a hosting fee as determined from time to time.

   d. The hosting of dedicated webservers (colocated servers) is allowed subject to specific approval by the Senior Director: IT. Such requests must be fully motivated. All such servers are subject to the provisions of this regulation.

   e. Websites that are hosted on servers that are not located within the IT Division's data centres, will not be accessible from outside the campus network.

   f. Stellenbosch University resources may not be used to create websites primarily for personal business or personal gain, except as permitted by other University policies.

2. In general, an authorised author may post content freely to a website, as long as the content is not illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise injurious or objectionable.

3. The University's name may not be used to endorse or promote any product, opinion, cause or political candidate. Representation of personal opinions as being institutionally endorsed by Stellenbosch University is strictly prohibited.

4. Stellenbosch University may establish limits and hosting fees regarding the use of the hosting service and may modify the same at any time. This includes but is not limited to the total size of the web page content, the size of images, videos, software or other material posted to a web page.

5. All websites in C1a and C1bi are subject to the policies governing institutional image and branding.

6. Stellenbosch University intends to archive the content of all hosted web pages for non-commercial, historical purposes. By using the hosting service, authors grant Stellenbosch University non-exclusive rights to archive website content in any format.

7. Stellenbosch University reserves the right to remove, at any time, at its sole discretion, having exhausted attempts to contact the site owner, any content on a website that was last updated more than two (2) years previously.

8. Stellenbosch University reserves the right to remove, at any time, at its sole discretion, any content on websites that it deems in violation of University policy or local, provincial or national law, or in violation of item C2 above.

9. <u>Conditions specific to websites that permit users other than the sites' owners, webmasters, editors or authorised authors to add content</u> (e.g. blogs where comments are permitted) to pages:

   a. The following statement must appear on a "Terms" page linked to from every page unless the pages were explicitly approved for official University business: "The views and opinions expressed in this page are strictly those of the page author(s) and content contributor(s). The contents of this page have not been reviewed or approved by Stellenbosch University."

D. Domain names

1. Stellenbosch University's official internet domain is SUN.AC.ZA[3].
2. All Stellenbosch University websites will be created as part of the sun.ac.za domain, which will be the sole domain.
3. The registration of additional *.ac.za domains must be approved by the Senior Director: IT in consultation with the InnovUS and the Communications & Liaison divisions. Such domain requests will only be considered if:
    a. The request meets the criteria as described in the *.ac.za registrar's rules[4], *and*,
    b. The university is a host for the requesting entity, where the entity is home to or represents multiple institutions (e.g. the Cape Library Consortium (CALICO)).
4. All other non-.ac.za domain names (including but not limited to *.co.za, *.org, *.com, .net) that are used by, or are intended to be used by Stellenbosch University entities, must be approved by InnovUS[5].
    a. The IT Division will require the domain name server (DNS) hosting service for such domains to be located off site.

E. Advertising

The selling of online advertising space to non-University entities on any website hosted by Stellenbosch University is strictly forbidden, except on institutional web portals as co-ordinated by the University's e-Communications Development office.

F. Copyright

No material that is copyrighted may be published unless the site owner or author:

1. is the copyright owner,
2. has the express, written permission of the copyright owner to post the copyrighted material on the website , or
3. is reasonably sure that the use of any copyrighted material conforms to the doctrine of "fair dealing" as described in South African copyright legislation.

G. Contraventions

Any person, who misuses Stellenbosch University computer resources or contravenes a Stellenbosch University policy or regulation regarding the use thereof, may be subjected to the University's existing disciplinary procedures, in terms of the ECP.

H. Stellenbosch University reserves the right to change this regulation, at any time at its sole discretion.

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[3] The "Tertiary Education Network (TENET)" is the registrar for *.ac.za internet domains in South Africa.

[4] *.ac.za domains are allocated according to criteria published by TENET at http://www.ac.za/index.htm#elig. TENET, however, allocates domains based on the recommendation of the university's Senior Director: IT.

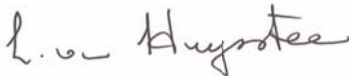[5] InnovUS is the protector of Stellenbosch University's intellectual property.

Signed:
RF Pina
Director: Information Technology (Development) and Portal Committee Chair

Signed:
MW Dreijer
Senior Director: Information Technology

Signed on behalf of the Rector's Management Team:

Signed:
Prof L van Huyssteen
Executive Director: Operations and Finance
Date: 20 June 2011