SAINT MARY'S COLLEGE OF CALIFORNIA
WEB AND BLOG USE POLICY
Revision approved May 2016

1.0 General
Web pages and blogs, authored by the students, faculty and staff of Saint Mary's College of California (Saint Mary's), are a primary means of communication within the larger College community, and with the public. They are critical in presenting the mission and culture of Saint Mary's College to the outside world, and are also used internally for teaching and learning, and for business processes. The use of web pages and blogs that are a part of, or use, Saint Mary's IT resources must comply with the following policy.

2.0 Saint Mary's Official Web Pages
The official Saint Mary's web pages are official publications of the College. Official pages include content related to academic programs, administrative and student support offices, programs and services, official College programs and intercollegiate athletic teams and activities.

2.1 Official Content
Original text, photographs and graphics appearing on the official pages of Saint Mary's web site are copyrighted by Saint Mary's and may not be reproduced or altered without written permission from Saint Mary's. Content posted to the official pages of Saint Mary's website that are <u>not</u> original content must bear the copyright, or other form of acknowledgement to the copyright holder, unless such content is already a part of the public domain.

2.2 Responsibility
The Office of College Communications provides the overall management of the official College web pages. They are responsible for operational practices and policies, and for ensuring the presentation of a consistent image within the College's publication standards. IT Services is responsible for maintenance and administration of the web servers, including contract arrangements for cloud provisioning of these services, if employed.

Each Department or Student Organization with web pages has the responsibility to maintain its own pages by at least one annual review. Each department and Student Organization is responsible for the editorial content of these pages. **IT Services** provides support to Departments and Student Organizations in the maintenance of their web pages.

2.3 Domain Names
All domain names used in support of official College departments, programs or activities must be registered by the College, with the College as the official owner of the name, and with IT Services as the Administrative Contact. Such domain names should also be registered with the College's DNS servers as authoritative. No individual or group may seek to register a domain name that incorporates or otherwise mimics a name, nick-name or mark of Saint Mary's.

3.0 Personal Web Pages and Blogs
Personal web pages and blogs provide an individual with an opportunity to share personal interests and information to the Campus Community, and the world at large via the Internet. **SMC Google Sites** are provided for personal web space, and **SMC Google Blogger** is provided for personal blogs. Both are available to a User through their Saint Mary's G-Mail account

3.1 Conduct
Saint Mary's expects Users to maintain basic standards of decency, courtesy, civility, and maturity when creating or posting to personal pages and blogs using Saint Mary's IT resources. Any User not wishing to comply with this guideline has the option of using a personal Google account or finding an independent Internet service provider to host that User's personal web pages or blogs, at the User's own expense.

3.2 Content
Information posted or made available on a User's personal web or blog pages must be the original work of the User, and must not be the intellectual property or copyrighted work of other persons or entities, unless appropriate permission has been obtained by the User. Personal pages and blogs should not carry any Saint Mary's logo, the name, or any abbreviation of, Saint Mary's College of California in such a manner as to suggest that the page or blog is affiliated with Saint Mary's in any way. This does not apply to a factual statement regarding Saint Mary's being the User's place of employ or place of study.

Users must abide by Saint Mary's code of conduct when publishing content on a User's personal web or blog pages, including but not limited to, refraining from engaging in abuse, threats, intimidation, harassment, coercion, indecent or obscene conduct, or violations of law. Users shall refrain from publishing statements, images, photos or audio/video clips that have the observable effect of unreasonably interfering with a person's ability to work or to participate in the educational benefits at Saint Mary's. Users are prohibited from posting any content that includes intimate/sexual images, photos or videos without the consent of the person depicted in the image, photo or video. Persons who believe content has been posted on any Saint Mary's site or blog that violates this policy may request removal by sending an email message with the details to itshelp@stmarys-ca.edu.

3.3 Disclaimer
Saint Mary's accepts no responsibility for the content of personal home pages or blogs. Saint Mary's College does not pre-approve, monitor, or exert editorial control over personal pages or blogs. Nonetheless, personal web sites and blogs must conform to all terms and conditions of this **Policy**.

THE PERSONAL WEB PAGES OR BLOGS OF SAINT MARY'S COLLEGE STUDENTS, STAFF AND FACULTY DO NOT IN ANY WAY CONSTITUTE OFFICIAL COLLEGE CONTENT. THE VIEWS AND OPINIONS EXPRESSED

IN THE PERSONAL PAGES OR BLOGS ARE STRICTLY THOSE OF THE AUTHORS, AND COMMENTS ON THE CONTENTS OF THOSE PAGES OR BLOGS SHOULD BE DIRECTED TO THE PAGE OR BLOG AUTHORS.

4.0 Violations

See Section 7.0, *Saint Mary's College of California General Policies Governing the Use of Information Technology.*

Related IT Policies
Saint Mary's College of California Technology Use Policy
Saint Mary's College of California General Policies Governing the Use of Information Technology
Saint Mary's College of California Policy Governing the Attachment and Use of Personally-owned Computing Equipment on the Saint Mary's Network
Saint Mary's College of California Policy for College-Provided Mobile Computing Equipment
Saint Mary's College of California Password Policy
Saint Mary's College of California Institutional Information Security Policy