ADMINISTRATIVE PROCEDURE No. 8400

Internet

Date Adopted:	21 May 2002
Date Revised:	11 December 2009
Date Reviewed:	28 May 2014
References:	*COM-FSM Publications Standards Manual*

World Wide Web

Public access to College computers and networks may be available from the Internet/World Wide Web or from within specially designated public facilities, such as the College library.

The primary use of the Internet is for educational and research purposes only.

1. Do not access material that may offend others.
2. Do not download any executable software onto the computer.
3. Do not sign onto Internet sites under false names.
4. Do not print out web pages you do not need, or multiple copies of the same web page.
5. Do not access pornographic or racially derogatory material.

The playing of online and web-based games is not permitted.

Web Page Content and Use

General Guidelines

- All pages must use the correct nomenclature for College of Micronesia-FSM.
- Pages located on College servers may not be used to promote commercial activity, personal business, religious groups, or to promote personal financial gain; except as may be permitted by other College policy or regulation.
- College pages should not contain confidential university information or confidential student information unless adequate security measures are in place to restrict access to authorized persons.
- Web pages must observe international copyright laws and acceptable practices related to those laws.

The occurrence of plagiarism on web pages is subject to the same sanctions as apply to plagiarism in any other media (See COM-FSM's policy on Academic Honesty). Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission

of the people in the picture or video. Every person has a right to privacy which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

Links that lead directly to materials with pornographic or racially derogatory material are not permitted on College web servers.

Institutional Web Pages

Institutional Web pages are pages created by any College division. Their content must be consistent with and in support of the College mission statement. Each division head is responsible for assuring that the organization's web pages meet all the College policies, procedures and guidelines. The task of assuring that web pages prepared by the division comply with College policies, procedures, and guidelines can be delegated by the division head to a member of the division with the necessary technical skills.

All institutional pages other than "working" pages (i.e. class notes, syllabi, research projects, etc.) or *pages designed specifically to provide a source of printed documents* must conform to the following design and content standards in addition to the standards listed above:

The appearance of all pages should be based on a current web page template, available on the COM-FSM web site. Where use of a template is not appropriate, pages should:

1. contain the name of the College of Micronesia-FSM (completely spelled out)
2. incorporate the official university colors of blue and white into their design
3. contain a link back to the College home page.

A signature block containing the following information is also recommended:

1. The date of the last revision to the page
2. The name of the unit responsible for the page
3. An e-mail link to the person responsible for the page
4. link back to the organization's home page (if any).

Organizational pages must also contain an e-mail address for the organization

If an organizational page requires graphics or audio to convey the meaning of the page, an alternative "text-only" page must be made available for people who may not be able to view the graphics or hear the audio.

Each organization creating pages is responsible for maintaining those pages in a timely manner with the latest information.

Organizations creating pages should provide links, if necessary, to pages containing authoritative information outside their areas of responsibility (i.e. policies, admissions, College mission and history, etc.) rather than creating the pages themselves. This is to ensure that the most up-to-date and accurate information is being provided.

Careful attention to spelling, grammar, punctuation and word use is required.

All official College pages must be cleared through the designated Public Information Officer.

Links to commercial sites should be done only where the link serves an institutional purpose. On pages containing such links, the following disclaimer must also appear:

"The College of Micronesia-FSM does not endorse the following commercial provider or its products."

Personal Web Pages
The College supports the concept of faculty, staff, and student personal web pages. Faculty and staff personal web pages should provide information relevant to the individual's role at the University.

The College reserves the right to restrict the quantity and availability of College computing and network resources for the purpose of creating, maintaining, and viewing unofficial web pages and files.

All pages must contain the name and e-mail address of the page owner. These may be incorporated as meta-content if appropriate.

The College assumes no responsibility for the content of any unofficial web page or file. All personal web pages must include the following disclaimer:

"This page does not reflect an official position of the College of Micronesia-FSM."

College reserves the right to remove, without notice, any web page or file (official or unofficial) from any computer which is owned and operated by the College or its affiliated units which does not comply with College information resource policies and procedures.

Use of the College of Micronesia-FSM's trademarks, official logos, or other intellectual property and creative works is governed by College intellectual property and creative works policies.

Personal web pages may not contain the College logo or other symbols of the College unless they pertain specifically to a College function.

Personal web pages must not give the impression that they are representing opinions or making statements on behalf of the College or any unit of the College unless appropriately authorized (explicitly or implicitly) to do so.

Unauthorized presentation of any web page or file as an Official College Web Page or Official College File or any unauthorized or illegal use of College computers and networks is prohibited.

E-mail

Usage Guidelines

E-Mail is a computing resource provided by the College of Micronesia-FSM, and is therefore subject to use consistent with the guidelines for those resources.

E-mail is a form of communication; laws and guidelines of etiquette that apply to other forms of communication apply equally to e-mail. Use of e-mail to harass or intimidate another person, or any other illegal or unlawful purpose is prohibited. Use of e-mail to send chain letters or for "pyramid schemes" is also discouraged.

College electronic mail services may be used for incidental personal purposes provided such use does not interfere with College operation of information technologies including electronic mail services, burden the College with incremental costs, or interfere with the user's employment or other obligations to the College.

Only messages relating to College activities should be sent to the system wide mailing lists. Such mailing lists are for notification of College events, communication of official College messages, and notification of bulletin board discussions. System-provided mailing lists shall not be used for "classified ads" (e.g., "For Sale," "For Lease," etc.) or "free items" (e.g., free kittens, free books, etc.). Users shall not use the system-provided mailing lists for commercial or partisan political purposes.

Privacy

The College of Micronesia-FSM encourages the responsible use of electronic mail and respects the privacy of users. The College does not wish to inspect or monitor electronic mail routinely or to be the arbiter of its contents. Nonetheless, electronic mail and data stored on the College's network of computers may be accessed by the College for the following purposes:

1. troubleshooting hardware and software problems.
2. preventing unauthorized access and system misuse,
3. retrieving business related information,
4. investigating reports of violation of College policy or local, state or federal law,
5. complying with legal requests for information,
6. rerouting or disposing of undeliverable mail.

The system administrator will need approval from the Vice President for Instructional Affairs or the appropriate designee to access specific mail and data for these purposes. The extent of the access will be limited to what is reasonably necessary to acquire the information.

Realize that College policy and secure passwords provide good but not complete assurance of the privacy of your e-mail messages. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. When the confidentiality of a message is of the utmost importance, only a person-to-person conversation may be sufficiently secure.

Electronic mail may constitute a public record and, like other documents, be subject to disclosure as a result of litigation. The College evaluates all requests for information prior to such disclosure. Users of electronic mail services should be aware that even though the sender and recipient have discarded their copies of an electronic mail message, there may be back-up copies of such electronic mail that can be retrieved.

See Board Policy 8400