

FAYETTEVILLE STATE UNIVERSITY

POLICY ON WEB PUBLISHING

Authority:	Information Technology and Telecommunication Services
Category:	University-wide
Applies to:	Faculty and Staff
History:	Approved on April 15, 2005 First Issued on April 15, 2005
Related Policies:	Acceptable Use Policy Data Classification Policy Information Security Policy
Contact for Info:	Chief Information Officer – (672-1477)

I. Purpose

The Fayetteville State University World Wide Web (WWW) site is a campus-wide information system that enhances the intellectual life of FSU students and faculty as they pursue curricular and research activities through a diverse, world-wide network of electronic resources. The FSU Web also provides faculty, students, and staff with an effective communications medium to distribute information to the FSU community and to the world at large about the university's mission, academic programs, library resources and information technology, admission and financial aid, campus policies and procedures, student organizations, events, publications, and people.

II. General Guidelines

Fayetteville State University is an intellectual community committed to the highest educational and ethical standards. The Web site is a publication in electronic form, subject to the same policies and guidelines that govern electronic media with regard to copyrighted material, photographic images, sound prints, confidential information, and libelous remarks. Material published on the FSU Web site is expected to reflect the campus' educational purpose, broadly defined to include the breadth of its social and cultural activity, and to express the community's regard for ethical behavior, including compliance with the policy of Acceptable Use of Computing Resources. No material will be published that violates any licensing, copyright, or contractual agreement, law, or university regulation or policy.

Although general responsibility for the FSU Web resides with Information Technology and Telecommunication Services and the Office of Institutional Advancement, the university pursues a decentralized approach to the creation and maintenance of institutional Web pages, with recognized university entities (administrative offices, academic departments, or student organizations) producing and maintaining their own material.

If university guidelines are violated or disregarded, the university reserves the right to suspend publishing privileges or remove pages while the matter is referred to the appropriate university body.

III. Procedural, Formatting, and Content Guidelines

Institutional Web pages are created and maintained by the sponsoring administrative office, academic department, or student organization. Discretion is given to those responsible for the creation and organization of these pages providing that they use the approved template.

Each office, department, and student organization will designate a contact person who is responsible for updating, deleting, and generally maintaining the information they post on the Web.

It is assumed that contributors will only post material that is accurate, current, and appropriate for online use. Examples of material that is appropriate for the Web include university publications, class syllabi, course schedules, departmental requirements, job announcements, post-graduate opportunities, campus directory, upcoming lectures, and community governance documents. Individual members of the community may have home pages (see below).

Examples of material that is inappropriate for the Web include confidential material, personal correspondence, advertisements for commercial products or enterprises, software that is not in the public domain, performance evaluations, grades, medical records, hearsay, and threatening or defamatory comments.

In addition, in order for FSU's Web pages to conform with the Electronic and Information Technology Accessibility Standards (508) enacted by the Architectural and Transportation Barriers Compliance Board (Access Board) of the U.S. Federal Government, all University-mission-related pages must meet Priority 1 Compliancy according to the guidelines set forth by the Web Accessibility Initiative of the World Wide Web Consortium as stated in the policy Web Accessibility and Section 508.

IV. Individual Home Pages

Faculty, staff, and university affiliated non-profit groups (i.e., FSU Foundation, Alumni Association, etc.) associated with community outreach activities may have personal home pages. Individuals are responsible for their own Web pages. The university assumes no responsibility for these personal home pages, for the links from these pages, or for material in sites linked to the university's official pages. However, should a complaint arise about material in a personal home page on the Web, access to that

material might be suspended pending further examination and consideration of these materials in light of Web guidelines.

V. Web Accessibility and Section 508

The legislation referred to as "Section 508" is actually an amendment to the Workforce Rehabilitation Act of 1973. The amendment was signed into law by President Clinton on August 7, 1998. Section 508 requires that electronic and information technology that is developed or purchased by the Federal Government is accessible by people with disabilities.

The University is committed to providing equal access to web-based information in its programs and services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act. All official University Web Pages associated with university administration, services, courses of instruction, programs, and activities must conform to the web accessibility standards and requirements listed below.

VI. Web Style and Structure

A. Web Style

The following standards will apply to all university mission-related pages as described in the [Web Style and Structure](#) page, including course Web sites with enrolled students with disabilities:

1. Development of all official University Web Pages must include reasonable efforts to conform to the accessibility standards required under the above referenced laws. (Those standards now are the Federal Access Board's Electronic and Information Accessibility Standards: 36 CFR Part 1194.)
2. Development of all official University Web Pages must include reasonable efforts to make the sites functional and usable for persons with disabilities.
3. Development of all official University Web Pages should include a good faith effort to select linked sites which are accessible. An official University Web Page that is not accessible under the federal standards may be given an exemption provided that it meets one or more of the criteria listed below:
4. Compliance is not reasonably attainable with current technology;
5. The content cannot be effectively delivered in an accessible format without fundamentally altering the nature of the content; or
6. The content is undergoing initial development; this exemption is limited to a six month development period.
7. In order for all FSU's Web pages to be viewed by all visitors, it is important to keep Web elements viewable by both Internet Explorer and Netscape browsers, version 4 and above, and must meet at least Priority 1 ADA guidelines. A complete checklist can be found at

<http://www.w3.org/TR/WCAG10/full-checklist.html>

B. Structure

FSU strives to meet the guidelines set force by the Web Accessibility Initiative of the World Wide Web Consortium. Information about this initiative can be found at <http://www.w3.org/WAI/References/QuickTips/>.

1. Common Priority 1 Compliant Requirement

Generally speaking, Priority 1 Compliant requirements provide a text equivalent for every non-text element (e.g., via "alt", "longdesc", or in element content). This includes: images, graphical representations of text (including symbols), image map regions, animations (e.g., animated GIFs), applets and programmatic objects, ascii art, frames, scripts, images used as list bullets, spacers, graphical buttons, sounds (played with or without user interaction), stand-alone audio files, audio tracks of video, and video.

The following web page tiers will need to comply with Priority 1:

Tier 1

- Main FSU Home page
- Prospective Students
- Current Students
- Faculty & Staff
- Friends & Guests
- Alumni
- Search

Tier 2-3

- Administrative, Academic, and reporting units.