

Stellenbosch University Website Regulations

Scope

Stellenbosch University (SU) publishes and hosts various types of websites. The types of websites covered by this regulation include:

1. The Institutional, or “Corporate”, website (www.sun.ac.za)
2. Faculty, school and academic department, division, unit, centre of excellence and institute websites (*.sun.ac.za, *.usb.ac.za)
3. 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).
4. Student residence and association websites
5. Institutional Blog and Wiki services.
6. Websites of affiliated entities hosted on University servers.

All of the above are public-facing websites to some degree and must reflect and protect the image and brand of the University. At the same time, the ethos and freedoms of a university must be recognised. Consequently, these regulations attempt to strike a fair balance between control and freedom.

Blog and **Wiki** services deserve special treatment as they greatly simplify and democratise web publishing and facilitate online interaction. Blog and wiki services are provided in support of scholarly and institutional communications conducted by members of the University community.

These regulations are promulgated in terms of the Electronic Communications Policy (ECP) and are supplemental to the ECP.

Regulations

1. The Role of the Head: e-Communication Development’s Office in the Communications and Liaison Division

The office is responsible for the publication of institutional websites and must:

- a. co-ordinate and maintain the online image, identity and brands of the institution
- b. manage institutional website content and portals
- c. set standards for the publishing of all websites hosted on Stellenbosch University infrastructure
- d. train and empower webmasters and pagemasters, where possible.

2. Webmasters, Pagemasters and site owners

- a. Webmasters, Pagemasters and site and blog owners must have active Stellenbosch University network accounts i.e. a valid SU username and password.
- b. Websites developed by external providers (Pagemasters without SU usernames): Site owners are free to have their site developed by an external provider. Access credentials will be supplied to the website owner only who will be responsible to grant access to the developer.

3. Hosting and Publishing Conditions

- a. Websites of any official Stellenbosch University faculty, school, department, division, unit or institute, student residence, sport organisation or student organisation registered with the SRC can be hosted on the Stellenbosch University servers free of charge.
- b. The **blog** service is made available at no cost to any department, division, unit or institute, or current faculty staff member, post-graduate student or staff member of Stellenbosch University, provided that the blog is used for *scholarly or institutional communications*.

- c. The following websites will be hosted, under their own domain, **for a fee** that is determined from time to time by the Senior Director: IT. The owners of such sites are responsible for registering and managing the domains:
 - i. Websites that are related to academic or research activities *and* that generate income
 - ii. Affiliated sites: scholarly societies or national associations' websites which are the responsibility of a faculty, school, department or division of Stellenbosch University.
- d. The hosting of dedicated web 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. Stellenbosch University resources may not be used to create web pages or blogs primarily for personal business or personal gain, except as permitted by other University policies.
- f. In general, an author may post content freely to his/her site and to those of others, as long as the content is not illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise injurious or objectionable.
- g. You may not use the University's name to endorse or promote any product, opinion, cause or political candidate. Representation of your personal opinions as institutionally endorsed by Stellenbosch University is strictly prohibited.
- h. Stellenbosch University may establish limits regarding the use of the service and may modify these limits at any time. This includes but is not limited to the total size of the web page/blog content, the size of images, videos, software or other material posted to a web page/blog.
- i. All sites in a, b, c and d are subject to the policies governing institutional image and branding. Stellenbosch University reserves the right to require users of the service to utilise University approved "look-and-feel" templates for all hosted web pages and blogs.
- j. Stellenbosch University intends to archive the content of all web pages/blogs in the service for non-commercial, historical purposes. By using the service, authors grant Stellenbosch University non-exclusive rights to archive web page/blog content in any format.
- k. 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 four (4) years previously.
- l. Stellenbosch University reserves the right to remove, at any time, at its sole discretion, any content on the web page/blog service that it deems in violation of University policy or local, provincial or national law.
- m. Conditions specific to the Blog Service
 - i. The following statement must appear on a "Terms" page linked to from every blog page created through the University's service, 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). The contents of this page have not been reviewed or approved by Stellenbosch University."
 - ii. Stellenbosch University offers the blog service at the author's own risk. The service is provided on an "as is" and "as available" basis. The University does not guarantee that it will provide ancillary software, such as databases, plug-ins and script languages, that authors may wish to use in their blogs

4. Domain names

- a. Only websites of any official Stellenbosch University faculty, school, department, division, unit or institute, student residence, sport organisation or student organisation registered with the SRC may be hosted under the sun.ac.za domain.
- b. All domain names (e.g. *.co.za, *.org, *.com, etc.) must be approved by Innovus.

- c. The registration of additional *.ac.za domains must be approved by University Management in line with the .ac.za registrar's rules.

5. Advertising

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

6. Copyright

No material that is copyrighted may be published unless (a) you, the owner/author, are the copyright owner, (b) have the express, written permission of the copyright owner to post the copyrighted material on your web page / blog, or (c) are reasonably sure that the use of any copyrighted material conforms to the doctrine of "fair use".

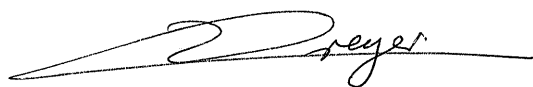
a. Copyright Conditions specific to the Blog Service

Unless otherwise specified, any and all works of authorship copyrightable by the author and posted to any blog ("Content") are submitted under the terms of an Attribution-ShareAlike Creative Commons Public License. Under this license, anyone is permitted to copy, distribute, display and perform the author's Content, royalty-free, on the condition that they credit the author each time they do so. The author also permits others to distribute derivative works of the Content, but only if they do so under the same Attribution-ShareAlike license that governs the original Content. Please read the full text of the [Attribution-ShareAlike Creative Commons Public License](#). Amongst other things, this license permits RSS aggregators to copy, distribute, display and perform any Content on the web page/blog that the author syndicates using RSS. All Content on the web page/blog is syndicated for RSS aggregation unless the settings are changed to indicate otherwise.

7. 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.

8. Stellenbosch University reserves the right to change, at any time, at its sole discretion, the regulations governing the websites.



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MW Dreijer, Senior Director: IT