



The Student Center and Activities Office encourages its students to publish and communicate on the World Wide Web, but when doing so should abide by the policies and guidelines contained herein, as any reference to the College of St. Catherine will reflect on the College's image, both positively and negatively.

Students are reminded that web site pages are public documents and have a wide potential audience.

Guidelines

The following guidelines set forth the minimum requirements of Web pages to ensure the protection of the College of St. Catherine's identity and portrayal of a quality image. The College of St. Catherine reserves the right to modify the Web site guidelines at any time. Each chartered club or organization or individual student is responsible for the content of its Web site. However, the College of St. Catherine reserves the right to monitor Web sites for compliance with these guidelines.

Chartered Club/Organization Web Sites Must:

- Comply with all applicable federal, state, provincial and local laws, College policies, and these guidelines.
- Be registered with the Student Center and Activities Office and include name, date of last update, e-mail address, and/or other contact information for the Web master on the homepage of the web site. Contact information must be kept current and readily accessible.
- Provide a link to the Student Center and Activities web site.
- Portray the image of the College in a positive manner. For example, photographs, text, or graphics must not be defamatory or depict or reference vulgar or offensive material, foul language, nudity, criminal activity, alcohol, or drugs.
- Not be used for personal, commercial, political, or religious purposes, including product endorsements or other advertisements.
- Limit the posting of personal information in consideration of the personal safety and privacy concerns of students.
- Not violate the rights of other copyright and trademark owners. Obtain permission from the owner prior to using material protected by copyright or trademark law.
- Convey only correct and current information about the College and the club/organization.
- Include a disclaimer on the web site home page indicating the pages are not "official" and the author is solely responsible for the content. The College of St. Catherine does not accept responsibility for the content of club/organization and individual web sites.
- Not link to any other web site other than the club/organization's national affiliation Web site or the College's web site.
- Comply with these guidelines in order to use the College's name or seal on a web site. Permission to use the name or seal must be granted by the Dean of Students.

Suggestions for Creating Your Club/Organization Web Site:

- In considering members' safety and privacy concerns, it is highly recommended that you obtain written permission of members to include their names, photographs, and/or e-mail addresses on the web site. Also, do not post personal information of members, including phone numbers and addresses.
- Use caution when publishing dates, times, and locations of events such that the information is not interpreted as issuing an open invitation.

Club/Organization Web Site Monitoring Procedure

- Web sites will be monitored by the Assistant Director of Student Center and Activities.

- Each club/organization is responsible for providing the Assistant Director with a *Web Site Application* that includes the web site URL, Web master name, and Web master e-mail address-upon the web site's completion.
- The Assistant Director will review the web site for compliance with the most current web site guidelines.
- If the web site is in compliance with the guidelines, the Assistant Director will notify the club representative that the club/organization web site can be linked.
- If the web site is not in compliance with the guidelines, the Assistant Director will immediately contact the club/organization to discuss how the club/organization can fix the problem (i.e. remove offending language or pictures, etc).
- The Assistant Director will monitor the club/organization web site at least once a semester for continued compliance with the guidelines. Should the Assistant Director find the web site is not in compliance with the guidelines, she will have the link removed from the Student Center and Activities web site.

Identity

- **Web site authors must request permission from the Dean of Students prior to using the College's name or seal.**
- Photographs, drawings, video clips, and sound clips may not be used on any Web site without the permission of the person who created them or owns the rights. Every person in a photograph or video clip must sign a release giving permission for the photo or clip to be posted.

Clubs and organizations are expected to follow this policy and should be aware that their activities on the Internet can be seen by the public at large, as well as by other members of the College of St. Catherine community.

Any pages discovered that are in violation of these Policies and Guidelines shall be subject to immediate removal from the Student Center and Activities web site.

Web Site Application	
Name of Club/Organization:	_____
Date:	_____
Webmaster:	_____
Phone:	_____
Email:	_____
Web URL:	_____

I have read and understand the Web Site Guidelines.

Signature

Date

Office Use Only	
Received by:	_____ Date: _____
Approved:	_____yes _____no Reason: _____

**Please return this form to the Student Center & Activities Office
Coeur de Catherine 270**

