

# University Policy 5.3 Web Page Policy

## I. Purpose

These policies and procedures relating to the official Web pages of Alabama A&M University, Both Official and Unofficial University Web Sites, as defined below, must comply with all copyright laws of the United States, all other applicable local, state, and federal laws, and applicable policies, rules, and guidelines of AAMU, including those defined herein. This Policy will be periodically revised in response to pertinent legal and/or technological issues in consultation with the appropriate entities.

AAMU supports and encourages freedom of expression and an open environment for the pursuit of knowledge; Services ([webmaster@aamu.edu](mailto:webmaster@aamu.edu))

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## III. Definitions

- A. Official University Web Sites are defined as Web sites or Web pages created by Alabama A&M University entities including, but not limited to, its colleges, departments, research centers, and administrative offices purporting to represent Alabama A&M University. All Official University Web Sites must be approved by the vice president who has administrative oversight over the area represented by the Web site or by his/her designees.

- E. Primary Web Contact (PWC) is any person or organizational unit serving as the primary provider or publisher of a Web site or web page.
- F. Web-based Electronic Commerce (Web e-commerce) is the provision of Web pages for transactions (exchanging money or secure information) for the ordering and payment of University goods and services. Such transactions may be between units of the University and businesses or other organizations, or between units of the University and individuals.

IV. Scope

- A. This policy applies to all members of the AAMU community, and governs all networked World Wide Web storage and communications systems utilizing University networks or name space, regardless of ownership, whether individually controlled or shared. The use and management of University Information Resources is governed by the University Acceptable Use Policy. The procedures/ policies presented herein are specific to the subset of World Wide Web information resources.
- B. Organizational units have broad discretion in establishing additional reasonable and appropriate "conditions of use" for Web information resources under their control. Such policies shall be consistent with this policy although they may provide more detail, guidelines, and/or restrictions. Such policies supplement this policy but do not supercede or replace it.

V. Policies

A. Official University Web Sites

1. Content Management System. Effective July 1, 2011, all official AAMU websites/web pages hosted in the aamu.edu domain are to be created and maintained using the content management system approved by the University Web Oversight Committee. The current content management system is Microsoft SharePoint.
2. General Appearance. All Official University Web Pages must follow the minimum design requirements.
3. Factually Accurate and Up-to-Date Information. The appropriate administrative unit(s) that publishes information on an Official University Web Site is fully responsible for factually accurate content and currency of information. Web sites that contain out-of-date information may be requested to make the necessary corrections by the Office of Web Services. (by the appropriate unit) 1 (6(e)2(n)12(ts)etion)12c)1472

6. Personal Business or Commercial Gain.

VI. Web Applications , CGI Scripts & Digital Media

A. Web Applications and Databases

