

Policy

The NJCU [Academic Computing](#) and [Information Technology Services \(ITS\)](#) Departments recognize and support the University's role as an information provider by supporting electronic methods of distributing information inside NJCU and to the electronic community outside.

NJCU administrators, staff, faculty and University students will not knowingly provide information or services contrary to policies or procedures established by Federal or State law, by the Board of Trustees, or by New Jersey City University. **The Academic Computing and ITS Departments are responsible solely for the content or services they specifically provide.** Services or information available, directly visible, or loadable from providers who are members of the University community, such as administrators, staff, faculty and students, are the responsibility of those individual members.

Because of the rapid evolution and expansion of the WWW and information networks into new technologies and capabilities, the University in the form of the NJCU Home Page Committee reserves the right to modify the policy and procedures. It is the user's responsibility to remain aware of current regulations, [posted to this page](#).

Any comments regarding the policy should be directed to the Webmaster via mail to Publications Office, Hepburn Hall, Rm. 315, or via e-mail to webmaster@njcu.edu.

The NJCU Home Page Committee

The responsibility of the NJCU Home Page Committee is to be the conduit through which flows material to be published on the University's Web Site. The Committee is presently constituted of a Webmaster and a [Division Steward](#) for each of the University's main divisions - Academic Affairs, Administration and Finance, University Advancement, and Student Affairs.

The Webmaster is charged with ensuring that all information and graphic images published on the University's official Home Page reflect a correct, clear, consistent and unified image of the University. The Webmaster works closely with the Division Stewards in collecting information and authorizing links. The Webmaster further works closely with ITS, whose **responsibilities include departmental web development & support (including web-based forms, i.e. registration, survey's, etc.) and the maintenance of the various Internet servers providing the information.**

Any comments regarding the policy, or notices of non-compliance of policy, should be directed to the Webmaster via mail to Publications Office, Hepburn Hall, Room 315, or via e-mail to webmaster@njcu.edu, or phone: 201-200-3425.

World Wide Web (WWW)

ITS will operate a WWW main server to provide a single point of Internet presence (called **the NJCU home page**). The URL is <http://www.njcu.edu> . This server will generally function as a hyperlink reference point, operating 24 hours a day, with the exception of times required for server or network maintenance or repair.

ITS will register this server in appropriate Internet locations commonly used to inform Internet users of server presence and availability. ITS will notify registration locations of server address changes or other operational changes necessary to maintain NJCU as a known Internet presence.

Users may request that either their home pages or files be linked to or placed on the main NJCU Internet server.

It is desirable that all general interest [graphics](#), [sounds](#), [images](#), and/or movies be stored on the NJCU WWW server, and made available for direct reference or download via FTP services. This should allow for a reduction in redundant scanning of photographs or graphics, as well as giving everybody access to a library of [web-specific](#) graphics/sound/images/movie files. Web page templates, icons and buttons, as well as how-to manuals will also be made accessible here.

In all cases, users are responsible for the content of their [personal or departmental website](#).

ITS will maintain the official NJCU Home Page, including hypertext links to home pages belonging to University departments, units, and schools. When appropriate, user information may be referenced with hyperlinks in more than one location on the NJCU Home Page.

NJCU Web Site

In its efforts to promote the campus as a free marketplace of ideas and to affirm First Amendment protections for its members, the University must balance individual rights for free expression against the institutional need to reserve the right to limit access to its networks when applicable University policies or codes, contractual obligations, or state or federal laws are violated, without monitoring or restricting content generally.

The **NJCU Web Site** is defined as a collection of [web pages](#) that represents the University as a whole, and that display with approval the University's logo. Material presented here includes, but is not limited to, such items as the catalog, viewbooks and other recruitment material, course listings, University policies and procedures, [links to University-sanctioned websites](#), etc.

- **Departmental Web Sites** are [linked](#) to the University's official web site. The NJCU [Web Site](#) Committee assumes responsibility for content of these pages. Only pre-approved, authorized individuals may create pages and place information there under the New Jersey City University name. Menu items and documents can be established for official NJCU business only. NJCU web site is public and potentially accessible to anyone with Internet access.

The standard design and accompanying [guidelines](#), which must be followed by all NJCU units, are described elsewhere in this document.

- **Instructional Web Sites** are those developed by individual faculty in support of courses being taught by those individuals. Faculty members who create such pages are solely responsible for the content of such pages.

- **Personal and Student Web Sites** are those developed by individuals within the University community for personal use. Those individuals are solely responsible for the content of such pages.

Those placing information in the NJCU WWW system agree to accept responsibility to consider the standing of New Jersey City University in the community at large; to accept sole responsibility for the accuracy, validity, and timeliness of its content, and for keeping information up-to-date.

Information that may be viewed as a violation of policy are: misuse of logo; misinformation; inaccuracy; violations of copyright; violations of Federal or State laws; violations of University policies and procedures.

Pages deemed in violation of policy may be subject to removal and/or loss of Web privileges.

Advertising or commercial activity for personal financial gain is not permitted.

Notices of non-compliance of policy should be directed to the Webmaster via mail to Publications Office, Hepburn Hall, Room 315, or via e-mail to webmaster@njcu.edu, or phone: 201-200-3425.

Authorization

Completing one of the following request forms begins the authorization process:

- [Administrative, Staff and Faculty Web Site Request Form](#)
- [Individual Student or Student Organization Web Site Request Form](#)

In the case of **administrators, staff and faculty**, the individual's chairperson, director or dean must then approve the form. The completed form and accompanying material is forwarded to the individual's Division Steward for authorization. The Division Steward will work with the Webmaster to ensure that the material is mounted, and that the appropriate link(s) are created.

Deans, Directors, Chairs, or other administrators with budget signatory authority may request authorization to create departmental home pages, thus having their servers linked to the official NJCU Home Page. Departmental home pages must have a link back to the official NJCU Home Page (<http://www.njcu.edu/core.htm>) in each web page. That link must clearly indicate that the department/unit is a part of New Jersey City University.

In the case of **student organizations**, the form requires approval by the faculty or staff advisor, and the Dean of Students. In the case of **individual students**, the approval of the Dean of Students is required. In both cases, after these approvals the form and accompanying material is forwarded to the Division Steward for Student Affairs for authorization. The Division Steward will work with the Webmaster to ensure that the material is mounted, and that the appropriate link(s) are created.

Uniform Resource Locator (URL's)

Departmental websites residing on the main server will be listed as a unique directory under the NJCU website URL, e.g. <http://www.njcu.edu/math>. URLs may be provided pointing to different servers for performance reasons, but the general format (<http://servername.njcu.edu/directory>) will apply, e.g. <http://web.njcu.edu/sgo>.

All departments possessing their own server will use the following format:
<http://department.njcu.edu/section> - where department is the name of the sponsoring department as it would appear electronically. A single department registering multiple servers must use (department1), (department2) format; the complete department designator must be eight characters or less. For example, the URL for the Art Department would be: <http://art.njcu.edu>, while a second server in Art for Graphic Design might be designated: <http://art.njcu.edu/graph/>.

A department wanting to provide local web services not accessible from the Internet must still register the server. Registration prevents duplication of server names.

NJCU Disclaimer

The following disclaimer must be displayed in italics on the home page of all web sites. All subsequent pages - departmental, instructional, or personal - must include a link to the disclaimer in bold face:

"Although New Jersey City University has made every effort to ensure the accuracy, validity, and timeliness of the official New Jersey City University Home Page, New Jersey City University will not be held responsible for typographical or unintentional misinformation. New Jersey City University is not responsible for any individual's personal home page, or for the content linked through this server address to sites located on the greater WWW. Each individual owner of a personal home page is responsible for the maintenance and content of that personal home page."

Instructional Web Sites

Development of instructional material on the WWW is encouraged. Department/unit heads are responsible for authorizing links of instructional home pages from their Departmental pages.

Instructional home pages may not contain commercial endorsements or advertisements.

All instructional home pages must contain the following information:

- Author's name and affiliation
- Author's email and postal address, and telephone number
- Date of last revision
- Links to the next page, previous page and department and/or NJCU home page

- A link to the NJCU disclaimer with following wording: "Web users should read the NJCU disclaimer"
 - Copyright notice (Example: (c) 1999 **Art Department**, New Jersey City University).
-

Personal Web Sites

Department and unit heads will authorize personal home pages for individual faculty and staff, and whether these home pages should be linked from their department home page or from their instructional home page. Personal home pages may not contain the University's logo or University's Seal.

Personal home pages may not contain commercial endorsements or advertisements. However, all personal home pages must contain the following:

- Author's name and contact information (i.e. email address and or postal address and or telephone number).
 - The date of the last revision of the page
 - ~~The page URL~~
 - The following disclaimer:
"This web site is the personal responsibility of the author(s). The views and opinions expressed herein do not necessarily state or reflect those of New Jersey City University. Further, NJCU does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information presented in this web site."
-

Student Web Sites

The Dean of Students will authorize personal home pages for student organizations or individual students. These student home pages may not contain the University's logo or the University's Seal.

Student home pages may not contain commercial endorsements or advertisements. However, all student home pages must contain the following:

- Author's name and contact information (i.e. email address and or postal address and or telephone number).
- The date of the last revision of the page
- ~~The page URL~~
- The following disclaimer:

“This web site is the personal responsibility of the author(s). The views and opinions expressed herein do not necessarily state or reflect those of New Jersey City University. Further, NJCU does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information presented in this web site.”

Copyright Issues

Materials accessed from the NJCU Home Page and its submenus are, in effect, "published" on the Internet and can be read from thousands of terminals. Please ensure compliance with all copyright rules and regulations, and before posting any information consider the following:

If you intend to hold the copyright of something that you put up on the network, then display the "Copyright" or (c), the year, and your name on the document.

Make sure you have permission to display text or graphics that are owned by someone else. Beware of images that are scanned from some source unknown to you. If you don't own it, or have the permission of the owner, don't use it.

Scanned handwritten texts, photographs of texts, or a particular typesetting might also be considered intellectual property, even when the text is public domain. If you don't own the manuscript, use a word-processed text or ASCII (HTML) version when publishing on the network. *For example, although the text for the Edgar Allen Poe poem “The Bells” is in the public domain, all handcrafted typesetting and digital manipulations applied to this text on a webpage may be copyrighted. Therefore it cannot be presented on another website without permission from the author of that page.*

Review of Policy

This policy will be subject to periodic review. Any comments regarding the policy should be directed to the Webmaster via mail to Publications Office, Hepburn Hall, Room 315, or via e-mail to webmaster@njcu.edu.

Other Documents to Consult for Responsible Use:

Federal:

[Electronic Communication Privacy Act of 1986](#)

[Family Educational Rights and Privacy Act of 1974](#)

[Telecommunications Act of 1996](#)

University:

University Catalog:

- Academic Integrity and Plagiarism

- Information Concerning Student Records

Graphic Identity Standards Manual (Publications Office)

Gothic Guide, the student handbook:

- Student Code of Conduct
- Student Rights and Responsibilities
- Sexual Assault Policy
- Sexual Harassment Policy