

# University Internet Multimedia Usage Procedures

## Purpose

The university's Internet multimedia publications support the educational, administrative and promotional activities of the university and serve as one means of communication by and among users. The purpose of this policy is to communicate standards of use for these publications, including wikis, podcast and blogs.

## Scope

This procedure applies to all members of the university community who are creating Internet publications connected to their role as an employee of the university and applies to these publications regardless of host location.

## Related Guidance

By accessing, creating or contributing to any Internet multimedia supported by the university, contributors agree to comply with all applicable local, state, and federal laws and regulations, including the Family Educational Rights and Privacy Act, U.S. and international copyright law, and the published policies of the University of Northern Colorado.

You may not use the University of Northern Colorado name to endorse or promote any product, opinion, cause or political candidate or personal business activities not authorized by the university.

Guidelines for the creation and maintenance of each multimedia resource are available at [www.unco.edu/websupport](http://www.unco.edu/websupport).

## Violation of Regulations

The University of Northern Colorado reserves the right to remove content at any time, at its sole discretion, that it deems in violation university policy, or local, federal and state law.

## Wikis

- Wikis may be restricted to designated users or open to the public.
- Only people with an official university username and password may edit university wikis.
- Wiki owners may not allow anonymous write permission to any wiki space on the server.

- No confidential information may be contained in a wiki space.
- Wiki space owners, defined as those with administrative privileges, must keep data space usage to a reasonable level for the purpose of their wiki.
- Wiki space owners are responsible for keeping content current and up to date.
- Wiki space owners are responsible for accuracy of information and should be aware that, by the nature of the internet, the content of a wiki could be available even if the wiki is removed or discontinued.
- Wiki space owners are responsible for notifying the system administrator if the wiki space is no longer needed or needs to be removed for any reason.
- Before being made generally available to the public, every wiki must include the following disclaimer in the footer: “The University of Northern Colorado makes no representations about the accuracy of the information presented in its wikis.”

### **Podcasts/vodcasts**

- Podcasts may be restricted to designated users or open to the public.
- Podcast creators are responsible for the quality and content of the podcast. All podcasts must meet the standards outlined in the university podcast guidelines.
- The university reserves the right to decline or reject to post or remove a podcast if the material is of questionable taste or if the podcast does not further the mission of the university.
- Content creators are responsible for maintaining local archival copies of materials.
- Users are responsible for requesting removal of outdated material.

### **Blogs**

- Employees are personally responsible for their posts and should be aware that, by the nature of the Internet, the content of a blog could be available even if the blog is removed or discontinued.
- Personal information about another individual must not be published without consent of that individual.
- Bloggers are responsible for managing and moderating comments or arranging for management through a blog administrator. Anonymous comments are not allowed and

spam, flaming, personal attacks and nonrelated comments are not permitted.

- Before being made generally available to the public, every blog must include the following disclaimer in the footer: “The opinions expressed by University of Northern Colorado bloggers and person(s) who comment do not necessarily represent the views or policies of the University of Northern Colorado or its employees. University of Northern Colorado makes no representations about the accuracy of the information presented in its blogs.”