

University of Wisconsin-Stevens Point Student Organization Web Site Policies

Getting Started

Recognized student organizations at UWSP are permitted to maintain a website on the UWSP server. For organizations without a web site, contact the Student Involvement and Employment web weaver and request permission. The web weaver will grant access for recognized student organizations only. Once space is created, the student organization web weaver can create and maintain a web site through Microsoft FrontPage. For more information about how to access and edit your website with FrontPage after you have been given access, read "Accessing Your Student Organization Website" at http://www.uwsp.edu/centers/sieo/stuorg/resources_for_organizations/frontpage.htm.

Questions regarding the Student Organization Web Policies should be directed to the Student Involvement and Employment Web Weaver at sieowww@uwsp.edu or Laura Ketchum-Ciftci at lketchum@uwsp.edu.

Policies

1. Student organizations formally recognized by UWSP may have space for web home pages about their organization on the UWSP server.
2. Web space is available to promote the student organization to which it is assigned at UWSP:
 - Web space cannot be reassigned to other non-recognized organizations, businesses, or individuals.
 - Web space cannot be used for commercial promotions, external business endeavors, or political lobbying
 - Web space cannot act as a storage area for personal or other files not related to the mission of the student organization
3. Web pages must meet all other conditions of acceptable use for computing facilities included in the UWSP Web Standards and Guidelines (<http://www.uwsp.edu/it/policies/webpage.htm>). Web pages are expected to respect copyright laws and intellectual property policies.
 - Copyright policy:
<http://library.uwsp.edu/Guides/Copyright/copyrightlawandyou.htm>
 - UWSP guidelines for web policies:
<http://www.uwsp.edu/it/policies/webpres.htm>

4. If a student organization is no longer recognized, their site will be terminated.
5. Each organization is eligible for one account. It is the responsibility of the owner organization to ensure that the password is protected and only used by authorized individuals.
6. Non-compliance with these guidelines will result in termination of the account and in the case of suspected violations of the University web guidelines, such abuses will be reported to the Director of the University Centers for appropriate action.

Student Organization Web Site Requirements

1. Pages that use frames must have a text only version or non-frames version to comply with ADA accessibility standards. UWSP standards can be viewed at
 - a. <http://www.uwsp.edu/it/policies/adapolicy.htm>
2. The goal of a Student Organization Web Site is to deliver information about the organization in a static content format. Dynamic interactive pages, such as guest books, or pages with search features requiring databases, or active server pages, should not be used. These pages require maintenance over time that can be beyond the skill level of a new web weaver. Old or out-of-date pages that provide incorrect or misleading information and cast a very negative image about the organization and the University.
3. Use of modern web technologies such as Macromedia Flash is not restricted. However, the web weaver must create this content with full compliance to ADA accessibility standards. Macromedia Flash is an advanced web development tool, and should be created with the understanding that future web weavers may not have access to this technology. Please use proper discretion when creating Flash content.
4. All pages by student organizations must include the official name of the organization on the opening page and shall not identify the pages as official pages of the University of Wisconsin – Stevens Point. The University's name may appear at the end of the organization's page, as in "XYZ Club at UWSP".
5. Information on the group's pages must be consistent with the University's role as a not for profit institution. In addition, information on the organization's pages must comply with all applicable laws and statutes.
6. Provide the full Internet e-mail address of the Web page maintainer.
7. Provide a link to the UWSP home page from the parent (in the case of student organizations, the University Centers) home page.
8. Provide a link to the parent home page ("Return to xxx department home page") on all supporting local pages.

9. Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
10. Know the function of HTML tags and use them appropriately.
11. Use the ALT attribute for images for the benefit of users not using graphics or using a browser without graphics capabilities.

Organization Web Site Suggestions

1. Supply an online, up-to-date list of organization officers.
2. List office location and hours.
3. List the organization's purpose statement
4. Let students know when and where the student organization meets and how to get involved in the organization.
5. Provide information on timeliness (for example: January 2002; updated weekly; updated monthly, etc.).
6. Provide a section indicating "What's New."
7. Provide a caution statement if link will lead to large pages or images.
8. Indicate restricted access where appropriate.
9. Avoid browser-specific terminology (for example, "pull down the View menu and select Source").
10. Provide link text that is clear without the link (for example, on a paper copy of your Web page, the phrase "click here" doesn't make sense).
11. Maintain visual consistency across related pages. You could also include a small graphic that identifies all of the pages of a web site.
12. Provide a copyright statement (if and when appropriate).
13. Keep home pages short and simple.

14. Avoid using large graphics or too many graphics on a single page.
15. Provide navigational aids useful to your users (Link to Home, Table of Contents, Next Page, etc.).
16. Maintain links to mentioned pages.
17. Make your Web pages easy to maintain for yourself and anyone who might maintain them in the future.
18. Avoid active links to pages that are in development. Place test or draft pages in your "test," "temp," or "old" subdirectory. Remember that nothing is private on the Internet: unlinked pages in your directory may be visible.
19. Check your finished page with a variety of browsers, monitors, and from both network and modem access points. It is also recommended that you check your page with a Web validation service.
20. Think of your users--test with primary user groups (which will be a mix of users linking through our high-speed network, and users linking via much slower modems).
21. Conform to accepted, standard HTML codes. (see <http://www.w3.org/MarkUp>)

Resources

1. UWSP Guidelines for Accessibility (<http://www.uwsp.edu/it/policies/adapolicy.htm>)
2. University Web Page Standards and Design Guidelines (<http://www.uwsp.edu/it/policies/webpage.htm>)
3. Getting Connected (http://www.uwsp.edu/centers/sieo/stuorg/resources_for_organizations/frontpage.htm)