

Imperial College Union  
Web Policy  
*A paper by the President*

### General

1. This policy applies to all Union web activity, including commercial activity and that of Clubs and Societies.
2. The Union is responsible, and ultimately liable, for the content of Clubs and Societies' websites both to College and legally so therefore must retain control of these sites.

### Definitions

3. The Union owns and controls the following public web-servers, defined as:
  - *Old Clubs Server:* heeps.su.ic.ac.uk (aka [www.union.ic.ac.uk](http://www.union.ic.ac.uk))
  - *New Clubs Server:* dougal.union.ic.ac.uk
  - *Club Activities Server:* workbench.union.ic.ac.uk
  - *Main Server:* imperialcollegeunion.org
4. City & Guilds College Union maintains the following servers, for which Imperial College Union is ultimately responsible:
  - guildsserver.su.ic.ac.uk
  - guilds.me.ic.ac.uk
5. The Union also operates a number of test servers which are administered at the discretion of the Business Systems Support Consultant.
6. The position of Systems Administrator refers to a volunteer systems administrator, typically a full member of the Union.
7. Exchange distribution lists refer to mailing lists made available by the College which can only be used with internal email addresses
8. Mailman lists refer to mailing lists made available by the College which are not restricted by Imperial College only addresses.

### Roles and Responsibilities

9. The President has ultimate responsibility for the content and administration of the webservers.
10. The President shall delegate day-to-day operation of the web facilities to the DPFS.
11. The Systems Administrator(s) shall maintain and the Clubs & Societies web-servers and should report to the DPFS.
12. The incumbent Systems Administrator(s) shall recruit a replacement before they leave, to be ratified by the DPFS.

### Access and Administration

13. All access requests to the Union web-servers shall be directed to the DPFS.
14. All mailing lists and login requests shall be directed to the DPFS.
15. Clubs with existing logins may request additional logins at the discretion of the DPFS.
16. The President may remove, without warning, any website that is defunct or out of date.
17. The Union Systems Administrator(s) may remove, without warning, any website which is found to have security flaws.

### Hosting and Addresses

18. All Clubs and Societies websites must be hosted on a Union-administered server.
19. All Club and Society web addresses must be in the format  
`http://www.union.ic.ac.uk/<CSC/FU>/<club name>`

20. All Club and Society contact email addresses must end @imperial.ac.uk
21. Clubs may request additional email storage through the DPFS. The cost of such storage will be charged to the club.
22. That all club and society mailing lists must be hosted by Imperial either as a Mailman list or an Exchange distribution list as appropriate.
23. Clubs with existing external domain names must not advertise such names but are permitted to redirect from them.
24. No Club shall set up new external domain names for the purpose of redirection.

#### **Software**

25. All website software must be kept up to date. The Club Chair will take responsibility for any action arising from out of date software.

#### **Content**

26. All Union web content, including that of individual clubs, is subject to College's codes of practice and ICT regulations.
27. All Union web content must comply with all other current Union Policy.
28. No un-moderated fora may be hosted on Union web servers.
29. All advertisements must comply with College Policy and Regulations.
30. All advertisements must be approved by the DPFS.
31. All content must be in English or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
32. No content should contain any offensive language, including implied offensive language.
33. No content should contain material that may bring the Union or College into disrepute or is of a libellous nature.
34. All members should be made aware that content hosted on all external sites (such as YouTube, Flickr, Facebook and Myspace etc.) has the potential to bring the College into disrepute and further disciplinary action may be taken.

#### **Disputes and Disciplinary Action**

35. All disputes with regards to the operation of Union web facilities that cannot be addressed by the DPFS and the President shall be considered by the Executive Committee.
36. The President may issue a fine to a Club or Society which does not adhere to terms set out in this policy.
37. The President may also suspend indefinitely, all web facilities made available to the Club or Society in breach of the terms of this policy.
38. Action in sections 34 and 35 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.
39. A serious breach may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Clubs and Societies Board.

#### **Exemptions**

40. The President may exempt a Club or Society, or any other constituent part of the Union from any of these rules.