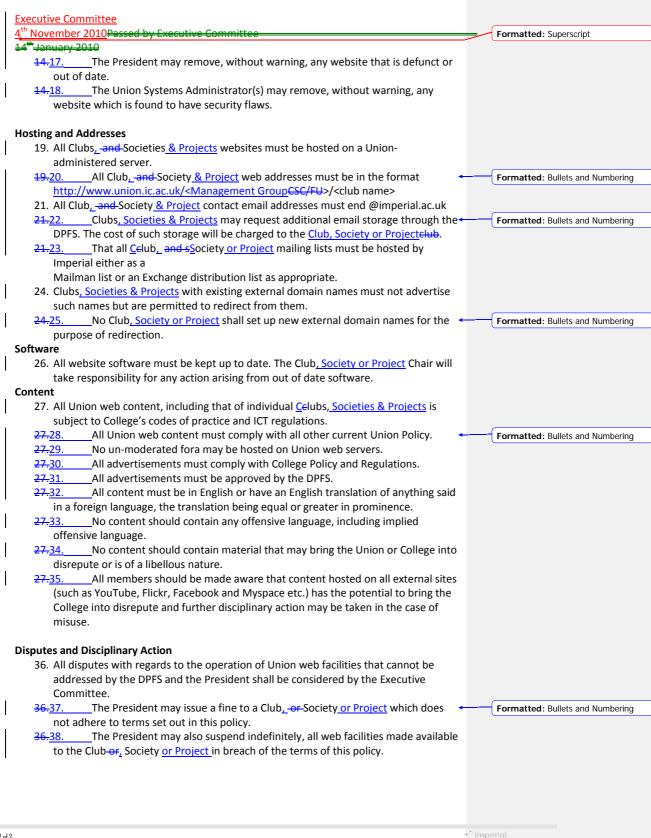
Executive Committee November 2010 Passed by Executive Committee Formatted: Superscript 14th January 2010 Passed by Executive Committee 14th January 2010 **Imperial College Union** Web Policy A note by the Deputy President (Finance & Services) General 1. This policy applies to all Union web activity, including commercial activity and that of Clubs, and Societies & Projects. 4.2. The Union is responsible, and ultimately liable, for the content of Clubs, and Formatted: Bullets and Numbering Societies' & Projects 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) New Clubs Server: dougal.union.ic.ac.uk (www.union.ic.ac.uk) Club Activities Server: sufina.union.ic.ac.uk Formatted: Font: Not Italic (eactivities workbench.union.ic.ac.uk) Main Servers: atropos.su.ic.ac.uk, clotho.su.ic.ac.uk (imperialcollegeunion.org) Others: pinky.su.ic.ac.uk, perky.su.ic.ac.uk Formatted: Bullets and Numbering 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 Systems Coordinator. 5.6. The position of Systems Administrator refers to a volunteer systems administrator, Formatted: Bullets and Numbering typically a full member of the Union. 5.7. Exchange distribution lists refer to mailing lists made available by the College which can only be used with internal email addresses 5.8. 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. The President shall delegate day-to-day operation of the web facilities to the 9.10. Formatted: Bullets and Numbering DPFS. _The Systems Administrator(s) shall maintain and the Clubs, & Societies & 9.11. **Projects** web-servers and should report to the DPFS. _The incumbent Systems Administrator(s) shall recruit a replacement before they leave, to be ratified by the DPFS. In the case of a vacancy of a System Administrator, it is the role of the Deputy President (Finance & Services) to recruit for this position. **Access and Administration** 14. All access requests to the Union web-servers shall be directed to the DPFS. _All mailing lists and login requests shall be directed to the DPFS. Formatted: Bullets and Numbering 14.16. _Clubs with existing logins may request additional logins at the discretion of the DPFS.



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- <u>36-39.</u> 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.
- <u>36.40.</u> A serious breach may involve an individual, <u>-or-C</u>elub, <u>-or-S</u>society <u>or Project</u> 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

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

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