

# Information Technology Services

Lawrence University

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## Student Organization Website Application

Lawrence University encourages the use of a student organization website by officers of the organization and provides facilities on its computing network through which organizations may publish a website on the World Wide Web. To request a Student Organization website:

1. Complete this form
2. Submit to Campus Life for approval
3. Submit, with appropriate signature from Campus Life, to the ITS Helpdesk in Room 201 of the Library

Organization web pages are produced independently by student organizations. Content and layout of all organization pages are the responsibility of the sponsoring student organization, though such pages may be monitored periodically for compliance with university policies and conformity with professional norms of content and presentation. The organization is subject to all local, state, and federal laws (including those governing copyright, libel, and obscenity). Any complaints of potentially illegal activities will be reported to the appropriate authorities and other action may be taken as noted below.

Permission to publish an organization website using Lawrence's computing network is contingent on observance of the following requirements:

- A. Contents of the page must not violate the Web Policy Statement, the Information Technology Services Acceptable Use Statement, or the regulations regarding computer use presented in the student, staff employee and faculty handbooks.
- B. **In particular**, content will be considered inappropriate if it:
  - is derogatory or libelous
  - violates national laws or university policy
  - is confidential or proprietary and is published without permission
  - infringes on the rights of another person
  - is abusive, profane, or sexually offensive
  - promotes commercial products or services
- C. Each organization website hosted on a Lawrence University network must include a standardized link to the official disclaimer page. This link information and accompanying graphic will be included in the template.
- D. Each organization website must include the name and e-mail address of the person maintaining it.

Permission to publish organization websites on Lawrence University network may be withdrawn if these requirements are violated. In such cases, network access to the offending page or pages may be removed. Appeals and possible disciplinary action will be forwarded to the appropriate campus official. Lawrence University reserves the right to make the final decision concerning whether or not to publish an organization website whose content is in dispute.

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My organization wishes to publish a website on the World Wide Web using Lawrence University's central computing network. I have read, understand, and agree to the above statements.

Name: \_\_\_\_\_ Username: \_\_\_\_\_ LUID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Website Administrator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Organization Acronym: \_\_\_\_\_

Name of Website (limit **15 characters**) \_\_\_\_\_

Yes  No Organization would like to use Lawrence's official web page template

Yes  No Organization would like a link to the website from <http://www.lawrence.edu>

### To be completed by Campus Life:

Verify authenticity of student organization information:  Approved  Disapproved

Signoff from Campus Life (if approved): \_\_\_\_\_ Date: \_\_\_\_\_