

LOYOLA MARYMOUNT UNIVERSITY
POLICIES AND PROCEDURES

DIVISION: Marketing and Communications
Ben Sullivan, Associate Director of Digital Solutions

SUBJECT: Personal Webs		Page 1 of 3
Policy Number: MC009	Supersedes: website	
Effective Date: 06/15/16	Previously Issued: 2015	

I. STATEMENT OF POLICY

Loyola Marymount University supports the research and communications needs of faculty, staff, students, and campus religious by providing space on university web servers for community members to create their own personal web pages. Personal websites published on university web servers are subject to all existing laws, university policies, and the guidelines and procedures set forth in this policy.

II. DEFINITIONS

N/A

III. POLICIES/PROCEDURES

A. General Understandings and Guidelines

1. Authors are responsible for the content of their web pages and any files published to their web account.
2. Authors understand that all files published to their web accounts are neither private nor confidential.
3. Personal web pages shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the university or any unit of the university.
4. Authors may not use any official university logos or marks on personal web pages.
5. Personal web pages shall not include, nor link to web pages that include material that, upon viewing, could create an intimidating, hostile, or offensive learning or working environment.
6. Personal web pages may not be used to promote personal business or to provide personal financial gain.
7. Technical support for personal web pages is limited to account provisioning and support and maintenance of the server environment.
8. Personal web page hosting space is allocated according to storage constraints, which are revised periodically. Additional space may be requested and allocated on a case-by-case basis.

B. Faculty Web Pages

1. Personal web pages are available to the tenured and tenure-track faculty. Other faculty are eligible with approval of the Dean. Retired faculty with Gold Card privileges are also eligible.
2. Excluding retirees, in the event of separation from the university, access to modify and update faculty web accounts will terminate in conjunction with e-mail and systems access. Existing web pages will continue to be published unmodified and remain accessible to the public for a grace period until the start of the following fall or spring academic term. For the duration of this grace period, users may request that personal web pages be unpublished at any time.

C. Staff Web Pages

1. Personal pages are available to full-time staff and part-time staff who are eligible to receive university benefits. Retired staff with Gold Card privileges are also eligible.
2. Excluding retirees, in the event of separation from the university, access to modify and update staff web accounts will terminate in conjunction with e-mail and systems access. Existing web pages will continue to be published unmodified and remain accessible to the public for a grace period until the start of the following fall or spring academic term. For the duration of this grace period, users may request that personal web pages be unpublished at any time.
3. Staff personal web pages should not be used to conduct university business; such functions should be published on departmental web pages that are subject to university policies.

D. Members of Religious Orders Web Pages

1. Personal web pages are available to the campus religious orders: the Society of Jesus, the Religious of the Sacred Heart of Mary, the Congregation of the Sisters of St. Joseph of Orange, during their affiliation with the university.

E. Student Web Pages

1. Personal web pages are available to all matriculated, currently enrolled undergraduate and graduate students of the Westchester campus.
2. Student web accounts terminate at graduation or with the end of the student's currently enrolled academic status and will be removed at the start of the following fall or spring academic term.

- F. LMU reserves the right to take any action(s) it deems necessary or appropriate with respect to personal web pages.

REVIEWED/APPROVED BY THE UNIVERSITY POLICY COMMITTEE – N/A. Grandfathered