

	Policy No.	Replaces	Policy
	<b>E. 601</b>	<b>ARM 1031</b>	<b>Executive</b>
	Policy Name		
<b>WEBSITE POLICY</b>			
Approved by	Responsibility		Category
<b>Executive</b>	<b>VP Finance and Administration</b>		<b>Information Technology</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>Jan. 24, 2001</b>	<b>June 24, 2009</b>	<b>2</b>	

## PURPOSE

The purpose of this policy is to ensure that Capilano University's website, including services such as social media tools (Facebook, YouTube, MySpace, LinkedIn, and Twitter) and other web pages, conveys an appropriate image of the University and contains information that is appropriate, complete, and current in order to serve the needs of the University.

## POLICY

1. The departments, areas, or individuals who create web pages are responsible to create and maintain them in accordance with this policy and to keep the content current.
2. Web pages must be created with the standard content management tool and are subject to review and approval by the Manager, Web Development.
3. Web pages or services that exist outside of the content management tool must be approved by the Manager, Web Development.
4. All programs offered at the University must be represented within the Capilano University website and conform to set website standards.
5. All University web pages must exist under the "capilanou.ca" domain. Exceptions may be granted by the Manager, Web Development.
6. Advertising on the University website must be approved by the University Website Advertising Committee. Only in exceptional circumstances would such approval be granted.
7. Student organizations require permission from the Vice-President, Student and Institutional Support, and from the Manager, Web Development, in order to have web pages hosted on University servers.
8. Organizations which are not part of the University community may not have web pages hosted on University servers.
9. Capilano University web pages may not be used for personal purposes.

Further procedural details are contained in the Website Procedures Document managed and administered by the Manager, Web Development in accordance with established policies, guidelines, and controls.