



Birzeit University **Web Content Guidelines and Policies (DRAFT-2)**

Following the first meeting of the BZU web steering committee and based on the established BZU mission and vision for the future and importance of information technology in providing international presence and fostering relations with the Palestinian community and helping the local economy,

A number of policies and broad guidelines have been established to help carry our mission effectively and involve the university community in this effort. This document is divided into two related parts: *guiding policies, and administrative structure and organization.*

Guiding Policies:

- **Identity:** Birzeit University web content is to reflect the university's academic mission and its relation to the local economy and civil society according to set university priorities. Marketing banners or gateways, web rings and other business elements are not allowed.
- **Security:** web accounts and other network related access codes are to be treated as confidential information and may not be relayed to other, human or software, agents in anyway that can pause security threats to BZU network resources. In particular, daemons, applets, suspicious scripts, virtual chat or communication servers or any setup that can be a potential security hole are not allowed as a rule. Exceptions apply when the situation is checked and verified safe.
- **Priority in using network resources:** web content or usage that can drain network resources like high bandwidth and large disk space are not allowed without prior approval and allocation of resources. Personal or group entertainment material like broadcasts, channels and high bandwidth dynamic content or bulk mail may be restricted if they interfere with acceptable usage.
- **Net Etiquette:** web content may not infringe on the intellectual, or otherwise, rights of others or their privacy. BZU will have zero tolerance to material that is threatening, violent, abusive, illicit, obscene, defamatory, or in violation of copyrights. The golden rule here is: "if in doubt, please ask."
- **Keeping high standards:** web authors should strive to reflect a responsible and professional web content. In particular, sites should be up to date, easy to navigate and material-rich with accuracy and visual attraction, preferably displaying BZU logo. Sites on the "home" server should also provide a link to BZU main page, have a time stamp as to the last update date and a contact person assuming responsibility for content (at least, a name and e-mail address).
- **Team spirit and sharing of resources:** various departments and entities within Birzeit University are advised to plan around a pool of centrally managed network resources and content. When the planned BZU Intranet is launched, department should be technically ready to benefit, share and contribute. In particular, non-transparent sub-netting and multiple sub-domains should be studied carefully and coordinated with the computer center prior to implementation.

Administrative Structure and Organization:

Since the BZU site has grown to a relatively large size, despite the recent standstill status, major steps are underway to re-activate, re-structure, manage, update and promote BZU presence in cyberspace.

There will be two web servers (sites) carrying our mission on the Internet. A third machine will serve the university community locally (Intranet) but may not be implemented soon.

The current BZU web site: www.birzeit.edu will be maintained by the BZU webmaster and will host official and basic information on all university departments and entities as well as all aspects of university life. This will include official information about all faculties, academic and administrative departments, centers, institutes and facilities. BZU will also provide directory, news about BZU and announcements. Students, teachers and staff will have a space to write articles and voice their opinion within these guidelines.

The second machine will be called home.birzeit.edu and will host the autonomous websites of various departments and other entities who are eligible for a web space at this phase. If you already have a site with an address <http://www.birzeit.edu/site/>, then the new address will be <http://home.birzeit.edu/site/>. Links from the main BZU site to your in-depth site will be re-mapped to the new location.

In compliance with these guidelines, all BZU academic programs and departments are entitled to a web space – in fact, they are encouraged to develop and maintain a site. Entitled also are all recognized BZU bodies and entities (e.g. student council, student clubs, Naqaaba, ...)

Apart from the main page (home.birzeit.edu/), all sites at “home” will be the sole technical and content responsibility of those who request them (and, in doing so, agree to these guidelines). BZU webmaster may post tutorials and support material online, but may not assist in support cases at this stage.

Questions: BZU web steering committee will be happy to answer inquiries about these guidelines. Please direct such questions to the BZU Webmaster (e-mail: webmaster@birzeit.edu)

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