

Computing and Information Services – Fred Miller, Chief Information Officer

Title: eWeb Website Policy

Applicable: Furman University [Staff and Faculty]

Contacts: Computer Help Desk ext. 3277

Background: With the introduction of the new Furman web system, Microsoft SharePoint, and the replacement of Facweb with eWeb, it has become necessary to create a policy that states the process for determining when websites will be placed on eWeb, who is entitled to accounts on eWeb, and when those accounts will be removed from the system.

Policy: A website will be created on eWeb if primary web system, Microsoft SharePoint, cannot meet the needs of the website. All current Furman University faculty and staff that have websites in this category are entitled to accounts on eWeb.

Guidelines:

- a. A website will be created on eWeb if primary web system, Microsoft SharePoint, cannot meet the needs of the website
- b. All current Furman University faculty and staff that have websites in this category are entitled to accounts on eWeb.
- c. eWeb is preloaded with the latest versions of commonly used C&IS approved web applications at the time of deployment. Websites or projects that require additional or custom software configurations will not be placed on eWeb.
- d. Services provided on eWeb will be updated at regular intervals; users are responsible for ensuring their web sites and applications function after the server is upgraded.
- e. All eWeb websites will be constrained by quotas. All requests for additional space should be submitted to the Help Desk.
- f. All websites and projects that require additional or custom software configurations should refer to the C&IS Web Projects Policy.
- g. Users should refer to the C&IS Web Support Policy for questions pertaining to the level of support offered for this system.
- h. Top-level eWeb web directories will be created with names that conform to the C&IS approved naming convention.
- i. Every website must have an appointed faculty or staff member as the primary contact. Should the primary contact leave the University, the new primary contact must contact the Help Desk to request an update of the contact information within 30 days. All projects with an expired primary contact will be removed from the system after 30 days.
- j. Users should refrain from posting any material that violates University Policy 094.1 Harassment, or the C&IS Web Content Policy.
- k. If the Chief Information Officer considers that the use of this facility is having a detrimental effect on the university systems or servers, he/she may request to have certain pages or data removed. If the person responsible for these pages or data cannot be reached or does not remove them in a timely manner, Computing and Information Services staff may remove them at their discretion. Reasons for removal include, but are not restricted to, consumption of excessive amounts of disk space, excessive network activity, or consumption of resources needed for official university business.

- l. Sites that are removed for consuming excessive amounts of disk space or excessive network activity, may apply for a web project server.
- m. In the event that a faculty or staff member leaves the University, their personal web account and data will be removed immediately.
- n. The Chief Information Officer must approve all special requests.