

Computing and Information Services – Fred Miller, Chief Information Officer

**Title:** Web Projects Policy

**Applicable:** Furman University [Staff and Faculty]

**Contacts:** Computer Help Desk ext. 3277

**Background:** As Furman University faculty and staff continue to research and develop innovative web technologies, it has become necessary to create a policy that details how those requests are processed.

**Policy:** Web projects that are unable to function on the University's primary web system, Microsoft SharePoint, or the alternative eWeb solution, due to the need of additional or custom software configurations, must apply for and be approved for a web project server by Furman's Chief Information Officer.

**Guidelines:**

- a. Web projects that are unable to function on the University's primary web system, Microsoft SharePoint, or the alternative eWeb solution, due to the need of additional or custom software configurations, must apply for and be approved for a web project server by Furman's Chief Information Officer.
- b. Web projects will be evaluated on a case-by-case basis.
- c. Faculty and staff that require a web project server for a Furman related project must submit a full project proposal to Furman's Chief Information Officer, which includes detailed information on the project as well as provisions for support and funding.
- d. 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.
- e. Content placed on web project servers must comply with University Policy 094.1 Harassment and the C&IS Web Content Policy.
- f. 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.