



**POLICY NUMBER: IT-013**  
**DIVISION: NET Services**  
**POLICY: NSU Open Access Web Policy**  
**ISSUED BY: Chief Information Officer**

Approval Date: 01/29/2009  
Approved By: Senior Cabinet  
Review Date: 10/02/2012  
Review Date: 3/02/2014  
Review Date: 6/21/2016 – No changes  
Review Date: 9/10/2018 – No Changes

## **INTRODUCTION**

Posting materials and information on open access web pages requires individuals to meet a higher legal standard than if they are posting materials to a password-protected limited access web site which is a private classroom forum where the “fair use doctrine” applies. Open access web pages may be viewed by anyone over the Internet. Violations of law (plagiarism, copyright violation, child pornography) in open access web sites carry penalties equal to those in any public forum.

Faculty members are required to use the password protected BOR-authorized course management software to mediate all distance delivery courses. Faculty and staff are provided with server space to develop and post open access web pages that support the mission of the university.

## **PURPOSE**

The purpose of this policy is to define the standards and guidelines for posting content and materials on the NSU Web servers.

## **TARGET AUDIENCE**

The NSU Open Access Web Policy applies to all open access Web pages that are hosted on a NSU owned Web server.

## **POLICY**

- NSU web servers may be used to post open access pages only for legitimate educational or instructional purposes or to further the mission of the university.
- Faculty and staff may post open access web pages to:
  - Advertise or disseminate information about university policies, programs and activities;
  - Post personal web pages for faculty and staff;
  - Post web pages that contain materials and information for university courses; and
  - Post information and materials related to university sponsored clubs and organizations.
- Students may post open access webpages:
  - To support university-sponsored organizations;
  - To meet course requirements;
  - To post personal web pages, and;

- To post resumes or other job search materials.
  - All postings must meet state and federal copyright law. Documentation for authorized use must be in the possession of the web page creator and must be produced upon request.
- The web page creator must have written permission from any living individual whose picture is posted on the web site.
- Pictures of minors (those under the age of 18) may not be posted without written permission from a parent or guardian.
- Permission for images of public personalities is not required as long as the photo is not copyrighted.
- No web page on Northern State University servers may be used for commercial purposes unless the purpose is to further the mission of the University.
- Materials posted on NSU servers must comply with all state or federal laws. Materials posted on NSU servers must comply with all aspects of the Board of Regents' information technology *Acceptable Use* policies.