

RSO Web Hosting Guidelines

The Dean of Students Office will post your club's or organization's Internet site provided you follow the following guidelines and procedures:

If you have any questions or concerns, contact **Student Affairs Information Technology (SAIT)** at (309) 438-1111.

1. The Organization must be registered yearly with the Dean of Students Office. Please contact the **Student Involvement Center** at (309) 438-3212 to obtain these registration dates.
2. The Organization must observe all laws and regulations including **copyright regulations, Illinois State University policies, and all local, state and federal laws**. This includes links to other pages or computers. In other words, a page may be considered in violation if it contains links to a page that violates this policy. The **Appropriate Use Policy** found on the Illinois State University Policy site explains these violations.
http://www.policy.ilstu.edu/fiscal/appropriate_use_policy.htm

Copyright laws apply to electronic publishing as well as to print publishing. Illinois State employees and student publishers must have permission to publish the information, graphics, or photographs on their pages if the employee or student publisher is not the author or creator.

Organizations should obtain model releases for any individuals pictured on their site. This release form is available on the Illinois State University website:
http://www.ilstu.edu/home/photo_usage/

3. The Organization is responsible for keeping the website up to date. Websites need to be updated at least once a semester.
4. All updates should be delivered to **Student Affairs Information Technology (SAIT)** ready to be posted online. These updates should be delivered either in person on CD-ROM or USB (flash) drive.
5. A representative needs to meet with SAIT for the initial setup of the site.
6. There are some guidelines for the naming conventions for files:
 - The "home" page should be called either **index.htm** or **index.html**
 - All page names should be lowercase
 - The extension of the pages should be only **.htm**, **.html**, or **.shtml**
7. The website must contain **NO** server side scripting. This includes, but is not limited to, php, asp, jsp, and perl. However, Server Side Includes are acceptable.

If an Organization is found in breach of any of the above listed items, the Organization's site may be deleted.