

## Organization Web Hosting Policy

### Purpose:

The purpose of this document is to express the Information Technology Department's policy regarding its support for strategic business decisions involving the use of web site resources. This policy specifically directs attention to the creation of new organizational web sites, or the creation of a 'redirect' from a URL with a Regent domain name to either an existing Regent web site or a third party web site. This policy also governs web sites that are not hosted by Regent University, but possess affiliation with Regent University. In this sense, these web sites are sponsored by a current faculty, staff, department, or school.

### Application:

This policy applies to all current and new requests for Regent University to host an organization's web site or create a redirect using a Regent domain name to a third-party web site or another Regent-hosted web site. Specifically, this policy relates to web sites or redirects that do not directly support the primary mission of Regent University. Sites that do support the primary mission of the university may include, but are not limited to, schools, departments, and other supporting structures. Regent University reserves the right to refuse service to any individual or organization, based on its sole discretion, without cause, and without regard to the applicant's status with the university. All requests must receive approval by the Vice President of Information Technology prior to the delivery of any service. As such, the Vice President of Information Technology, at his/her own discretion, reserves the right to invoke any and all applicable fees to web site service requests. All such sites must comply in full with this policy as contained within this document. In addition, the content of each site must be in accordance with the university's Acceptable Use Policy.

### General Provisions:

- Without exception, all organizational web site requests must have accompanying sponsorship from an active Regent University Faculty, School, or Department.
- Without exception, all organizational web site requests must have a Primary Point of Contact (POC). The organization must contact the University Help Desk upon changes to the POC. Failure to respond to a request from the university due to improper contact information will result in the organization's site or redirect being disabled.
- Sites intending to offer E-Commerce must state such in the request or in writing ten (10) business days prior to introducing such activity to the organization's web site. All E-Commerce sites must maintain secure transaction capability. The university reserves the right to audit, at any time, with or without prior notification to the owner, the organization's web site to verify the integrity of secure transactions.
- Sites intending to collect information from web site visitors must state such, in a detailed manner, within the request or in writing ten (10) business days prior to introducing such activity to the organization's web site. All data the university deems sensitive in nature, at its sole discretion, must be collected using secure transaction capability. The university reserves the right to audit, at any time, with or without prior notification to the owner, the organization's web site to verify the integrity of secure transactions.
- Web site redirect requests must be made through the same manner as a standard web site hosting request. Web site redirects are defined as utilizing any URL with a Regent University domain to forward requests to a third-party web site or to an established web site hosted by Regent University.
- All web sites that do not directly support the primary business operations of Regent University (schools, departments, etc.), whether hosted or redirected, must contain the Regent University disclaimer. This disclaimer must be visible as a hyperlink in the standard 'Footer' for each page within the site. In addition, the web site must contain a hyperlink to the disclaimer on the site's 'About Us' or equivalent page in such a manner as to satisfy Regent University's interest.
- All Regent University inquiries to the organization regarding any aspect of its web site must be addressed within two (2) business days. This includes sites that are hosted by Regent University as well as sites that are hosted by a third party. An organization's failure to respond accordingly will result in the site or redirect being disabled.

**Correspondence:**

All applicants or organizations with a current site or redirect may submit questions and/or comments to the Regent University Help Desk via email at [helpdesk@regent.edu](mailto:helpdesk@regent.edu). All correspondence will be reviewed by the proper authority and a response will be generated within a reasonable amount of time depending on the content of the request.

**Indemnity Clause:**

All organizations or individuals using Regent University's website or web hosting facilities shall comply with all state, federal and local laws, rules and regulations, including without limitation the Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA"). In addition, the organizations and individuals shall not violate any patent, trademark, copyright, or any other right of any person or individual, nor shall they misappropriate any image or violate any right of publicity or privacy. The organizations and individuals shall defend, indemnify and hold Regent University, its officers, directors, employees and agents harmless from and against all claims, liabilities, causes of actions, fines, penalties, damages, costs and expenses (including without limitation reasonable attorney's fees) arising out of a breach of this warranty, or otherwise arising out of their conduct or the content of material posted by them.

**Enforcement:**

Regent University reserves the right, with or without notice to the owner, to audit an organizational site's content, transaction capability, or any other function attributed to the site at any time and for any stated reason. Any deficiencies will be noted in writing via email and sent to the POC for the web site within ten (10) business days after the audit has been performed. As such, Regent University maintains all rights to disable redirects, web sites, in part or whole, or specific capabilities without prior notice to the site owner. Any changes invoked by the university will be noted appropriately and the university will notify, in writing via email, the owner of the web site or redirect within two (2) business days of any modifying action.

Sites not conforming to this policy, or found in violation of this policy, whether directly or indirectly, in any manner will be disabled immediately. Continued non-compliance or violation of this policy, whether direct or indirect, will result in the hosting or redirect services being permanently removed. All sites or redirects that have been removed must resubmit a new request for service. Any user may report university policy or law violations to their immediate supervisor, representative faculty or school personnel, or directly to the Information Technology Department Help Desk at 757-352-4076 or [infosec@regent.edu](mailto:infosec@regent.edu).