

## **Department of Student Activities**

### ***Student Organization Website and Email Guidelines***

Use of computing services at Texas A&M University is governed by Information Resources – Acceptable Use SAP (<http://rules-saps.tamu.edu/PDFs/24.99.99.M1.02.pdf>). Please read and be familiar with these procedures before requesting an account. The following guidelines dictate specific additional terms of use on the Department of Student Activities web server.

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#### **SCRIPTING LANGUAGES AND ALLOWED PACKAGES**

A complete installation of PHP will be maintained on all web servers. Although support for other programming languages may exist on a particular server, the Department of Student Activities cannot provide official support for their usage. This includes all versions of ASP.net, ASP, Perl, Python, and Ruby on Rails.

Tested and approved software packages (such as blogs and bulletin boards) will be made available to student organizations per request. To ensure the security and reliability of our servers, only packages approved by the Department of Student Activities will be allowed on the web server. Because of the notorious vulnerabilities associated with many popular scripts, allowing installation of all packages greatly increases the threat of exploits and attacks.

Individual scripts that are identified by system administrators as potentially exposing others to risk or abuse may be disabled and/or removed. All reasonable efforts will be made to communicate with the site owner and manage the removal in order to minimize service interruptions, but removal may precede notification if the situation is deemed to warrant such action.

#### **DATABASE ACCESS**

As part of our web services, the Department of Student Activities will maintain an installation of the most recent stable version of the MySQL database engine for organizational use. Setup of a MySQL database is facilitated by request to the Student Activities staff.

#### **DIGITAL MEDIA OR OTHER TYPES OF LARGE FILES**

Our server is optimized to serve static and dynamic web pages, and as such provides a limited amount of hard drive space for organizational use. Bandwidth consumption and CPU utilization are also reasonably limited to allow our servers to operate reliably.

You may use the space provided to you for any content relevant to your organization, including rich content and multimedia files, subject to the restrictions above. If you expect to consume more hard drive space or bandwidth than is allowed by our services, we strongly recommend utilizing a third-party solution for media delivery. Please contact the Student Activities IT staff for third-party solution recommendations (email: student-activities@tamu.edu).

#### **SPACE**

Recognized student organizations will be granted 200MB of web space for their websites. Additional space may be granted at the discretion of the Department of Student Activities. The server space will be reserved for the organization as long as they maintain a recognized status with the Department of Student Activities.

#### **EMAIL**

Recognized student organizations will be granted one email account and one mailing list account through the Department of Student Activities. Email accounts will be limited to 40mb. The email accounts/ mailing lists of recognized student organizations are not to be used for spamming or commercial gain.

#### **ADVERTISING AND SPONSORSHIP**

All student organizations must abide by University Rule 21.99.09.M2 (<http://rules-saps.tamu.edu/PDFs/21.99.09.M2.pdf>). A summary of the rule is below:

##### **COMMERCIAL ADVERTISEMENTS**

- 4.1 Any commercial advertisement that appears on a web page of a University department or organization requires a contract with the University. Such contracts must be reviewed and approved by the Department of Contract Administration. Individual students, faculty and staff may not post commercial advertisement on personal web pages maintained on the University computing system nor use University computing resources for personal gain.
- 4.2 Advertisements must relate to the mission and purpose of the University department or organization. Advertisements should be reviewed by Financial Management Operations to determine if Unrelated Business Income Tax (UBIT) applies. If so, the originating department will be responsible for the payment of applicable income taxes.
- 4.3 Advertisement displays on a University department or organization web page may not exceed 10% of the area in view on a single computer screen. Corporate logos and hot links are included in the 10%.
- 4.4 The name of the University department or organization must be prominently displayed on any web page containing commercial advertisements.

##### **RECOGNITION OF SUPPORTERS AND DONORS**

- 5.1 A display on a web page that recognizes a supporter or donor may not exceed 10% of the web page as viewed on a single computer screen. Corporate logos and hot links are included in the 10%.
- 5.2 A display should clearly indicate that the individual, group or corporation is being recognized for its support or donation.
- 5.3 The name of the University department or organization must be prominently displayed on any page containing recognition of supporters and donors.

Additionally, the Department of Student Activities requires that recognized student organizations provide the department with written confirmation from the sponsor or donor detailing the support they have given the organization.

## **WEB DIRECTORY STRUCTURE**

Requests for particular forms of URL are made on a “first-come, first served” basis. Certain URL forms may not be available to you because they are already in use.

In the event that your web space becomes abandoned, the Department of Student Activities reserves the right to release the URL associated with your site, allowing others to claim it. The Department of Student Activities also reserves the right to refuse requests for URLs likely to be used for university administration (such as URLs that include the word “security” or “emergency”).

## **WEBSITE ABANDONMENT OR LACK OF MAINTENANCE**

The Department of Student Activities reserves the right to archive and remove sites on the student organization web server that have been abandoned. Abandoned sites are defined as those sites which have not been edited or updated in one year or more and which contain content that is patently wrong or out of date. The Department of Student Activities also reserves the right, when necessary, to archive and remove web sites when a complaint has been made about a site and the representatives of the student organization cannot be contacted or have left the University.

## **SITE REDIRECTS**

Hosting services provided by Student Activities are intended to be used as the final destination for incoming requests to the organization’s on-campus domain name. Redirection to third-party hosting locations is prohibited, as we are unable to ensure the security and integrity of third-party resources.

Organizations wishing to utilize third-party hosting services are permitted to promote the web address in distributed materials and the organization’s StuAct Online public profile. Student Activities reserves the right to remove any files remaining on department servers after it becomes apparent that a third-party web site has superseded the one hosted by our department.

## **SSL AND PASSING SECURE INFORMATION**

The student organization web server is configured to support SSL connections. A self-signed certificate is currently installed. It is recognized that this can cause web browsers to report an untrusted certificate. If you require a more robust solution, we recommend utilizing a third-party solution for secure web hosting.

## **GUIDELINE CHANGES AND POLICY ENFORCEMENT**

These service guidelines for the server may change without notice. However, where and when possible, we will give the recognized student organizations advance notice of any anticipated changes. We also reserve the right to make any technical changes to the server as necessary. Again, prior notice will be given when possible, though such warnings may not always be possible. In any case, the security of the server dictates that immediate action may be taken to deactivate accounts, remove web sites, delete files, or alter server configurations whenever the normal operation or security of the machine may be endangered. The Director of the Department of Student Activities retains the right to suspend web/email accounts if allegations of misuse are reviewed and found to be valid.