



Computer User's Guide

to the Electronic Campus

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Northwest Missouri State University encourages creativity and expression by providing space for student, faculty and staff-designed home pages on *CATpages*. Students each have 10 MB of storage space for their web pages located on *CATpages*. Faculty and staff each have 40 MB of storage space for their web pages located on *CATpages*. Appropriate Northwest policies apply to web pages, as do applicable state and federal laws including copyright laws.

Northwest's *Information Systems* department does not have the resources to continuously monitor the content of each individual user's web page. Thus, each *individual* is solely *responsible* for the content and maintenance of his or her personal web page(s).

The *CATpages* web server will automatically place a disclaimer on each personal web page stating that Northwest is not responsible for the content of a personal web page. If the content of a user's page is objectionable, please send comments with the URL (web address) of the page in question to the following email address:

Webdesk@listserv.nwmissouri.edu

The web page will then be reviewed and any appropriate disciplinary action will be taken. Although all students, faculty and staff are expected to follow the guidelines outlined below, the comments and viewpoints expressed on individual home pages represent those of the page authors and not Northwest.

Web Page Policies

All personal web pages must adhere to all applicable Northwest computing policies and within the judicial code outlined

in the *Student* and *Faculty/Staff* handbooks. Policies include, but are not limited to, the following:

- Commercial usage is strictly prohibited and students, faculty and staff may not sell or promote on the page or through links any product, activity or service that is inconsistent with or specifically prohibited by Northwest. The selling of lists of students, faculty or staff is also prohibited.
- Students, faculty and staff should take measures to protect their privacy, including not publishing their home phone numbers, home addresses and any other personal information that could be used to harass or endanger them.
- Content that violates Northwest's policies is strictly prohibited. This includes, but is not limited to, for-profit activities, copyrighted material and offensive or harassing text, graphics or images on the basis of race, sex, religion, ethnicity, sexual orientation or disability, etc. Pages found to contain objectionable content will be blocked from being published on the campus web server until the content is removed.
- The name and email address of the maintainer must be included in a visible location on each page.

For instructions on how to access and use *CATpages*, please see the *CATpages* web page:

<http://catpages.nwmissouri.edu>

If you have questions about web page policy please contact the *Client Computing—Information Systems Help Desk* at 660-562-1634 or see the *Computing Policies* web page at:

<http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm>