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Diarienummer

V-ÅÅÅÅ-XXXX

KTH's rules for the distribution of information via www

Internal regulation no. 9/04, Applicable from 01-12-2004, Amended from 01-03-2005

This internal directive is based on:

- KTH's information and IT security policy
- KTH's agreement for the usage of KTH's computers, network and system resources
- President's decision No. 933/04, Ref. 930-2004-2962, Doss. 10
- The University Board's decision 28-10-2004 "Decision regarding new organization by KTH", doss. 13
- President's decision No. 1082/2004 "Deans of Faculty and Vice-Deans of Faculty of KTH's nine Schools and their tasks relating to organisation of the Schools", Ref 930-2004-2896, Doss. 13

General

KTH aspires to utilize the World Wide Web (www, the web) within all activities in order to make information and services available for relevant target groups.

The term "web publication" in the following refers to making both information and services available. Information relates to images, sounds and text or combinations of these.

KTH is responsible for the web publication that is carried out with the aid of the computers and computer network provided by KTH. This applies to both resources owned by KTH and those arranged by KTH, e.g., through rental agreements.

Web publication with resources provided by KTH shall follow the applicable laws and ordinances, among them the Personal Data Act, SUNET's ethical rules and policies as well as the guidelines and regulations from KTH.

Web servers

The school/equivalent that wishes to establish a server for www shall guarantee good accessibility and high security. The head of school/equivalent shall also ensure the existence of an appropriate organization for web publication which ensures that KTH's rules are followed.

Different types of web pages

In the following, web page refers to both the total presentation which is presented to the user in a web browser window/equivalent and the documents of another nature (e.g., Word, PDF) that are available via links from that location.

There are two types of web pages at KTH: official web pages and personal web pages.

The official web pages can be divided into two types; web pages where schools/equivalent present units and activities and websites for student's exercises. Websites for exercises are used by students for exercises allocated by the course coordinator within a certain course. The school/equivalent makes decisions regarding the provision of resources for such websites. KTH is responsible for the content of the official websites.

Personal web pages are web pages where the individual students or employees present themselves. For employees, information related directly to work always belongs on the official web pages. The school/equivalent makes decisions regarding the availability of resources for personal web pages. Personal web pages provided via KTH shall comply with the rules established by KTH. The owner of a personal web page is responsible for its content.

The provision of resources

Provision on a smaller scale

KTH has the opportunity to provide resources for web publication on a smaller scale to non commercial organizations that KTH collaborates close with within the areas of research and/or education.

The provision on a smaller scale shall be regulated in a temporary agreement that is signed by the Head of school/equivalent. The organization shall be represented by employees of KTH.

The scope and character of the publication may not lead to additional costs or disruptions for KTH.

Provision on a larger scale

The provision of resources on a larger scale is determined by the President.

Provision to student associations

Only local associations for KTH students may be given the opportunity to publicize on the web with KTH resources.

General requirements for provision of resources

Resources that are provided to other organizations may only be used for publication within the framework of the organization's area of activities.

The publication of other organizations with KTH's resources may not occur within the kth.se domain. Exceptions apply for local student associations within KTH.

Resources for web publication that are provided by KTH may not be sub-contracted.

Information requirements for web publication

General requirements for publication with KTH's resources

The name of the owner (for personal web pages) or the information officer (for other types of web pages) as well as information about how this person can be contacted shall be made clearly available on the web pages along with the date of the most recent update or review.

The web pages may not:

1. contain material that contravenes applicable legislation (e.g., incitement, racial abuse, child pornography, illegal descriptions of violence, slander or insults)
2. contain material that is discriminatory or offensive (e.g., pornography or instructions for bomb manufacture)
3. contain political, racist or religious propaganda or propagation of opinions
4. be used to distribute material that can breach copyright laws (e.g., books, images, sound, music, films or computer software)

The web pages may not contain links to pages that violate the points 1-4 above.

KTH assumes that every KTH student and employee that publicizes web pages via www will safeguard the goodwill that KTH has in Sweden and abroad.

The following also applies for personal web pages:

The content shall primarily be intended to provide a more complete picture of its owner than that which the official pages permit, and be focused on the person's activities at KTH.

The publication of material may only be carried out by the owner. This means that functions which provide people other than the owner the opportunity to publish material on the pages, such as guest books, discussion forums, syndications and similar, are not permitted.

The text "This is a personal web page. More information" shall be located in a clear position on the upper part of each individual web page (presentation). For pages written in a language other than Swedish, the following text shall instead apply "This is a personal web page. More information." The text "More information" shall be linked to

<http://www.kth.se/gemensamt/disclaimer>. The text written below is stated there:

"Pages within KTH linking to this page are to be regarded as personal web pages. Opinions or statements expressed on such pages, directly or through links to other web pages and documents (with the exception of official KTH web pages and documents), are not to be

regarded as representing KTH.

Websites within KTH which are linked to this page are to be considered personal web pages. Opinions and assertions that are presented on such pages, directly or via links to other pages (with the exception of the official KTH websites), shall not be considered to be KTH's."

The web pages may not contain logos or advertisements of commercial services. Nor may they be used to provide information about or on behalf of companies, organizations or other bodies.

The web pages may not contain KTH's logo. Exceptions are granted for the production of material that is published with KTH's logo (e.g., KTH degree projects) Nor may the pages be designed to give the impression of being official KTH pages.

The personal web pages shall be clearly distinguishable from the official web page structure.

Requirements for official web pages

In addition to the aforementioned general requirements being fulfilled, the rules found in "Rules for KTH's official web publication" also apply.

Additional requirements for the publication of exercises by students

If exercises within the framework of teaching are reported or published by students on official or personal web pages, the following additional requirements apply:

- On every individual page, it shall clearly be stated that it relates to an exercise, which course the exercise is/was part of, who the course coordinator is/was as well as under which period the exercise is taking/took place.
- The course coordinator shall establish who is able to receive the information/service before the written exercise is assessed. Access to the web page shall be limited on this basis.
- If the pages contain functions, e.g., in connection with a programming exercise, they may never be made available outside of KTH.

If the web publication occurs on official pages, the head of school/equivalent is responsible for the content.

Other

Violation of these rules can lead to suspension from the usage of KTH's computers, computer system and network.

The head of school/equivalent is responsible for compliance with these rules. The Legal Office assists with consultation in matters concerning actions and consequences. The decision-making body is the head of school/equivalent. In the event of more serious infringements, the decision-making body is the President and Disciplinary Board.

The Communications and International Relations Office has the overall responsibility for official web pages. The information officer at the school/equivalent has the responsibility for

compliance with the rules. The Communications and International Relations Office assists with consultation. In the event of more serious offences, the Legal Office should be contacted.

Replaces internal directive 17/96