



# Website Policy

Adopted: August 30th, 2023

Version 1

Version	Description	Author(s)	Adoption
1	Initial Version	Marie Suzette (Policy Committee Student at Large)	August 30th, 2023

## ***Preamble***

Websites are an accessible way to promote the ECA and its member associations' mission to a vast audience. Through this policy, the ECA aims to ensure an online presence that aptly represents the values of Concordia University and leaves a positively impactful digital footprint.

## ***Section A: Definitions***

1. The following terms will be used throughout this document and are hereby defined:
  - 1.1 Academic Year - Shall be defined by the [Concordia University Academic Calendar Dates](#);
  - 1.2 ECA - Shall mean the Engineering and Computer Science Student Association of Concordia University;
  - 1.3 External - Shall refer to anything not directly linked to Concordia University or the ECA
  - 1.4 MA - Shall mean any member association of the ECA as defined by the bylaws;
  - 1.5 Standards of Conduct - Shall refer to Concordia University's [Code of Rights and Responsibilities](#);
  - 1.6 Website - Shall mean any internet site hosted by one of the ECA's MA/member Under the "ecaconcordia.ca";
  - 1.7 Semester - Shall be defined by the [Concordia University Academic Calendar Dates](#).

## ***Section B: Purpose***

1. This policy will outline appropriate representation of Concordia University and the ECA on all MA' websites.

## ***Section C: General Practices***

1. At all times, the ECA and its MA shall adhere to the Standards of Conduct stated by Concordia University.
2. The ECA's Webmaster shall conduct a thorough review of each member association's website during the first month of the Winter and Fall semester to ensure their compliance with Section D of this document.
3. Server Maintenance
  - 3.1 Server maintenance will be communicated with MA within 24hrs of the ECA's knowledge.
  - 3.2 Any downtime shall not exceed 10 business days, unless explicitly communicated by the ECA to all MAs.
  - 3.3 Hosting/server related complaints must be directed to the ECA's Webmaster email with title [Respective MA] Website Concerns ([webmaster@ecaconcordia.ca](mailto:webmaster@ecaconcordia.ca)).

## ***Section D: Hosting Conditions***

1. Conditions that must be applied throughout the academic year in order to host a website under the “ecaconcordia.ca” domain:
  - 1.1 Request Requirements
    - 1.1.1 Should be registered under Dean of Students and the ECA
  - 1.2 Website Updates
    - 1.2.1 Team information must be relevant to the current academic year.
    - 1.2.2 Events and services posted should not be more than 1 year old.
    - 1.2.3 Site should be updated at minimum once per semester.
    - 1.2.4 Construction periods cannot extend over 2 weeks.
    - 1.2.5 The date a website goes under extended updates and its expected return must be stated.
  - 1.3 Copyright Policies and Intellectual property rights
    - 1.3.1 Images and ideas not belonging to the ECA or member association must include credits and a source listed somewhere on the site (eg. separate page, under image or at the bottom of the page).
    - 1.3.2 Must not infringe upon any copyright policies or violate intellectual property rights.
  - 1.4 ECA Mission Statement Adherence
    - 1.4.1 Content on the website will have a relevance to their respective MA’s purpose.
    - 1.4.2 Demonstrate promotion of diversity and inclusivity.
  - 1.5 Provincial Requirements
    - 1.5.1 Not promote any behavior deemed illegal in the province of Quebec.
    - 1.5.2 Include a French version.
  - 1.6 Partnerships and Sponsorships
    - 1.6.1 Partnerships and sponsorships will always be disclosed.
    - 1.6.2 All rights to display promotional material must be acquired and in order as they may be asked for by the ECA at any time.
  - 1.7 Links
    - 1.7.1 Links should be fully functional.
    - 1.7.2 External links must be redirected in a separate tab.
    - 1.7.3 An ECA link must be included.
  - 1.8 Data collection and Confidentiality
    - 1.8.1 Data collection is limited to name and email address.
    - 1.8.2 Data collection will be kept within the respective MA and only be used as stated to the user.
    - 1.8.3 Collected data will be protected and kept confidential to the best of the MA’s abilities.

## ***Section E: Policy Compliance***

1. MAs that display non-compliance with the Website Policy will always receive a written warning with visual evidence:
  - 1.1 First time offenders will be placed on a temporary suspension until their offense is remedied;
  - 1.2 Second time offenders will be subject to a suspension and probation as deemed necessary by BOD.