

# Code of Practice

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ITSC of Lingnan University has made available web services to all academic staff and university nominated webmasters, as an opportunity for them to publish departmental materials on the World Wide Web.

In providing this service, the university requires the nominated webmasters and academic staff to comply with Lingnan University's Rules and Regulations when publishing material electronically on the Internet (see <http://www.ln.edu.hk/itsc/info/rules-regulations.shtml>). The University web server must never be used for sending, displaying or publicising links to materials which are offensive or illegal in any way or which may cause injury to another person. Materials that include pornographic or indecent material must not be included in web pages, either directly or via external hyperlinks. The author is solely responsible for all displayed content on his/her web page and must ensure that it complies with Lingnan University published policies and guidelines.

The World Wide Web (WWW) server at Lingnan University is only available to staff who have UNIX web accounts with prior permission from their department head.

The WWW facilities should only be used for bona-fide educational use. These WWW resources are limited and are shared by each and every member of the University, so all users should refrain from acts that waste resources and other IT bandwidth. Persons who do not wish to be restricted by the ITSC web policies and guidelines contained in the Web Team home page, are advised to place their web pages with a commercial Internet Service Provider (ISP).

Editorial changes to documents in electronic format should only be made with the permission of the 'owner' of the document.

Since this service is a part of building the university's image both locally and internationally, the aforementioned users are required to comply with Lingnan University regulations for publishing electronically on the Internet.