

# Monmouth College

## World Wide Web Publishing Agreement

### Electronic Portfolios

Responsible students in good standing with Monmouth College under the direction of an academic department may be granted permission to publish at no charge an electronic (digital) portfolio on the Monmouth College Computer Network. In order to be considered for such privileges, you must submit the following application form. You will be notified by electronic mail if your application has been accepted and will at that time receive instructions for developing your portfolio.

#### **ELECTRONIC PUBLISHING POLICY: Digital Portfolios**

1. **Disclaimer.** The index page for your department's student portfolios will contain the following disclaimer:

**The views, materials and opinions expressed on student portfolio pages are strictly those of the page author. The contents of these pages have not been reviewed or approved by Monmouth College.**

- **Intellectual Property/Licensing/Copyright.** Materials that are owned by others may not be placed on web pages without the expressed permission of the owner. One should assume that materials published on the web by others are protected by copyright unless a disclaimer or waiver is expressly stated. Common violations of this policy include unauthorized use of trademarked images (Dilbert, the Simpsons, Mickey Mouse, etc.) as well as photographs, artwork, text and data that have been created or are owned by others. Materials licensed to the College by their owner are restricted to use by members of the College community only and may not be redistributed by any method, including by being placed on your web pages. Examples: Encyclopedia Britannica entries and Chicago Tribune articles.
- **Acceptable Use.** Electronic Portfolios are intended to support students in their pursuit of post-graduate employment and/or educational goals as well as to support Monmouth College Assessment activities. No other uses for electronic portfolios are approved at this time. At its discretion, the college may permit students to maintain their electronic portfolio for up to one year after graduation. No commercial business endeavors (profit or non-profit) may be conducted through web pages on the Monmouth College Network.
- **Privacy.** Pictures, video, audio or personal information of or about a person or persons may not be placed on portfolio pages without the expressed permission of the subject(s) except as approved by the academic department supporting your portfolio. The burden of demonstrating consent is on the owner of the portfolio. The use of personal information on web pages is restricted to that allowed by federal, state and local laws, and by college standards for print publications. Monmouth College is not responsible for any fines or legal fees that may result from activity or commerce conducted through use of an electronic portfolio.
- **Content.** Although Monmouth College does not routinely monitor electronic portfolio pages for content, it does reserve the right to remove from the College Network and/or deny publishing privileges to the author of any portfolio pages that contain text or graphics that may be deemed grossly offensive, libelous, or that are in violation of the college's official Electronic Publishing Policy. The owner of an electronic portfolio will be notified via electronic mail prior to such action and will be given the opportunity to remove or alter the questionable content. Monmouth College may terminate a student's electronic portfolio privileges on the College Network, if he or she fails to observe the above policies.
- **Disk Space.** Disk space is limited to that amount determined by the academic department sponsoring the electronic portfolio.

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I certify that I have read and understand the above Electronic Publishing Policy, and I agree to abide by its rules.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use**

**Server:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Code:** \_\_\_\_\_ **Date:** \_\_\_\_\_