

 UNE PROCEDURE OR GUIDELINE	Document # UNE-D09/34617	Date Effective August 2006
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	Tested by:	
Document Title UNE Web Forum, Blog, Wiki and Social Networking Operating Procedure		

CHANGE HISTORY

Revision	Date	Description of Changes	Author
1.2	August 2008		Martina Linnemann
1.3	March 2009	Reformatting / new template, minor changes	Martina Linnemann

1. PURPOSE

This operating procedure outlines the conditions of use of the UNE's web forum, blog, wiki and social networking services. These services are provided to the UNE community in order to support its teaching, learning, research and administrative activities.

2. SCOPE

All students and staff members of UNE that use the facilities outlined here.

3. REFERENCES

- Rules of Use of UNE Computing & Communications Facilities
- UNE Web Policy
- UNE Copyright Policy

4. PROCEDURE

4.1 Web Forums

Any officially recognised group of the UNE community can apply for a web forum. Applications need to be made to the Director, Information Technology Directorate or their nominee. Applications should include a description of what the forum will be used for, who will be eligible to post to the forum, who will be allowed to access the forum and the person who will be responsible for administering and monitoring the forum. All applications must be submitted in writing.

4.2 Web Blogs

All academic staff and students are able to take advantage of the web blog service for the purposes of teaching and research. Blogs can be set up on the <http://blog.une.edu.au> website.

4.3 Wikis

All academic staff are able to take advantage of Wiki service for the purposes of teaching, research and collaboration. Staff need to apply in writing to the Director, Information Technology Directorate via the IT Service Desk. Applications should include a brief description of what the Wiki will be used for and contact details for the applicant/administrator of the Wikispace.

4.4 Social Networking

UNE may in the future offer a social networking space for staff members in systems such as Ning or Facebook and make these tools available for internal discussion and networking.

4.5. Conditions of Use

4.5.1 Status

Posts to blogs, wikis, forums and social networking spaces constitute web content, and the conditions outlined in the UNE Web Policy at <http://www.une.edu.au/policies/pdf/web.pdf> apply to all users of the facilities.

4.6. Copyright and Take Down Notices

Content posted to web forums., blogs and social networking spaces must comply with UNE's copyright policy. The University reserves the right to remove any content, without notice, which has been associated with a take down notice or request to remove material which has questionable copyright status, until the status of the material in question can be established. See the UNE Copyright policy at <http://www.une.edu.au/copyright/> and Take Down information at <http://www.une.edu.au/uneweb/takedown.php>.

4.7 Forum Guidelines (UNE Forums)

Two forums are administered by ITD, the UNE Discussion forum and the UNE For-Sale forum. All users should read and follow the guidelines published on the ITD web site for these forums at <http://www.une.edu.au/it-services/staff/email/lists/index.php#uneforum>

4.8 Penalties

Penalties for failure to comply with this operating procedure and associated policies/operating procedures are outlined in the Rules for the Use of UNE Computers and Communications Facilities.

5. DEFINITIONS

University Community

Staff, students and approved affiliates of the University of New England.

Account Holder

A member of the UNE community who has registered for access to UNE ICT systems.

Web Forum

A web forum is a World Wide Web based application which allows users to post messages and read messages posted by other users.

Web Blog

A web blog is an on-line journal application which allows the user to maintain a daily on-line log or diary. Blogs usually also support additional features, such as an RSS feed and access to items by date.

RSS Feeds

RSS stands for Really Simple Syndication. An RSS feed provides details concerning new items added to a web page or web blog. Users can access an RSS feed through the use of an RSS reader or abrogator. The RSS reader will notify the user of new items added to the web page or blog. This notification usually includes a subject and brief description.

Wikis

Wikis are webspaces based software that allows users to freely create and edit Web page content on the fly using any Web browser. Wiki supports hyperlinks and has a simple text syntax for creating new pages and crosslinks between internal pages. This makes them especially useful for information that needs frequent updating as well as for collaborative projects.