

Division of Student Affairs

ONLINE RESOURCES MANAGEMENT POLICY

Pursuant to the University of Georgia Policy on Ownership, Control, and Use of Institution Online Resources (available at <https://studentaffairs.uga.edu/digital/>), and in reliance on the University Guidance provided on 31 October 2022, the Division of Student Affairs (the “Unit”) has adopted the following Unit-level policy regarding the creation and management of online resources under its control. This Policy provides for the method of establishing the Unit’s Institution Online Resources, the Unit’s management of existing Institution Online Resources, and the deletion of Institution Online Resources no longer needed. Based upon the template provided by the University in consultation with the Office of Legal Affairs, this Policy also sets for the process for review and approval of content created on or posted to the Unit’s Institution Online Resources.

For any type of action requiring approval under this policy, including the posting or removal of content, the approving individual or office may adopt a written set of standards to govern such type of action or may exercise their professional judgment consistent with the Division of Student Affairs’ Strategic Communications and Digital Engagement guidelines.

The Unit maintains an inventory of its Institution Online Resources and updates that inventory on an annual basis. To minimize bureaucracy and to empower units in the exercise of their professional judgment consistent with the letter of the system- and University-level policies, the Division of Student Affairs has assigned specific moderators to different parts of its online resource inventory. Those resources are managed according to type, as follows:

- **Internet domains and pages:**
 - **Domain Management.** The purchase, acquisition, or divestiture of Unit web domains must be approved in writing by the Vice President for Student Affairs or his/her delegate. All Unit web domains are maintained and managed by the Division of Student Affairs’ Digital Engagement and Information Technology staff.
 - **Webpage Management.** The creation, management, and deletion of Unit web pages must be approved by Vice President for Student Affairs or his/her delegate. Approval authority may also be delegated to another designated employee in the Unit for all web pages or for specific projects. Delegation will be documented in writing, which may be through an email sent to the designee. All Unit webpages are maintained and managed by Division of Student Affairs Digital Engagement and Communications and Marketing staff, provided that management and maintenance may be delegated to departments or centers within the Unit as appropriate.
 - **Approval of Content.** Content created on or posted to the Unit’s internet domains and/or webpages shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable University policies. Responsibility for content approval shall reside with Vice President for Student Affairs or his/her delegate or their designee.

- **Web and Mobile applications:**
 - **Application Management.** The creation, management, and deletion of web and mobile applications must be approved in writing by the Vice President for Student Affairs or his/her delegate. Approval authority may also be delegated to another designated employee in the Unit for all departmental/divisional resources or for specific projects. Delegation will be documented in writing, which may be through an email sent to the designee. All Unit applications are maintained and managed by Division of Student Affairs Digital Engagement, Information Technology, and Communications and Marketing Staff, provided that management and maintenance may be delegated to departments or centers within the Unit as appropriate.
 - **Approval of Content.** Content created on or posted to the Unit's web and mobile applications shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable University policies. Responsibility for content approval shall reside with the Vice President for Student Affairs or his/her delegate.

- **Official Social Media Accounts:**
 - **Account Management.** The creation, management, and deletion of Unit social media accounts must be approved in writing by the Vice President for Student Affairs or his/her delegate.
 - **Approval of Content.** Content created on or posted to the Unit's social media accounts shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable University policies. Responsibility for content approval shall reside with Vice President for Student Affairs or his/her delegate.

- **Removal of content/resources:**
 - **Obsolete Resources.** The Unit will periodically review its inventory of Institution Online Resources and delete or take offline those that are no longer needed in accordance with any applicable records retention policies and procedures.
 - **Unapproved Resources and Content.** Unapproved or improperly created or posted resources and/or content shall be removed by the individual and/or office with responsibility for approving such type of category of resource and/or content.

This Policy should be reviewed annually and updated if appropriate.