





University of Technology Sarawak
Website Policy

UTS-ITD-P06-WP

WEBSITE POLICY
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	20/09/24	Establishment on new policy	00	Manager, ITD



University of Technology Sarawak Website Policy

1.0 OBJECTIVE

This policy aims to outline the guidelines for the management, operation, and the content of the University of Technology Sarawak's (UTS) official website. The website serves as a primary platform to support the University's missions, including teaching, research, and public service, and to present an accessible and professional image to internal and external stakeholders. UTS aims to present a unified, professional image with accessible, well-organized, and up-to-date information on its websites.

2.0 SCOPE

This policy applies to all websites hosted on the UTS domain (uts.edu.my), including those of departments, schools, and research centers. UTS Staff who create, manage, or maintain websites are required to comply with this policy.

2.1 Covered Parties and Content

This policy applies to all members of the UTS community who are responsible for creating, managing, or maintaining UTS websites or web-enabled content. These include:

- a. Academic and Non-Academic Staff: responsible for department, school, and research content hosted on UTS websites.
- b. Third-Party Service Providers: any third-party provider working with UTS to host or create website content.
- c. Student: when authorized, for academic purposes related to UTS websites.

All websites and web-enabled content under the UTS domain must comply with this policy, ensuring that they are accurate, accessible, useful, and align with the UTS mission.

3.0 ABBREVIATIONS / DEFINITIONS

UTS	: University of Technology Sarawak
CARD	: Corporate Administration and Relations Department
HOP	: Head of Programme
HOD	: Head of Department
ITD	: Information Technology Department

3.1 Defined Terms

- a. Covered Party: Any individual or group (department, school, students, third-party service providers, etc.) responsible for creating, maintaining, or hosting UTS websites and web-enabled content.
- b. Legacy Pages: UTS websites created before the effective date of this policy. These websites are expected to follow standards that were in place at the time of their creation unless they undergo major updates or redesigns.
- c. Web-Enabled: Refers to any web or cloud-based products or services accessible through a web browser.

4.0 POLICY STATEMENTS

4.1 Naming and Brands

- a. UTS websites must use the official UTS domain (uts.edu.my). Any request for new websites on the UTS domain must be made through the approval of Dean, HOP, HOD or Director.
- b. Websites must prominently display UTS branding, and use of the UTS logo and name must comply with the UTS Official Logo provided by the CARD.

4.2 Required Links

The top-level page (header) or bottom-level page (footer) of each UTS website must include the following elements:



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- a. A prominent, easily discoverable UTS logo or link to the UTS homepage (www.uts.edu.my) is highly recommended at every page, and compulsory at every home page.
- b. Contact Information in plain text, including the department or school responsible for the website, with an email and/or phone number for user inquiries.
- c. A copyright notice in the following form: "© YEAR University of Technology Sarawak", which may be adjusted as necessary to reflect content created by third parties.
- d. Event websites are not required to display the UTS logo as described in (a), but must comply with this policy unless an exemption is granted by the ITD.

4.3 Accessibility

- a. Any event, conference or research website that involve third party must be recommended by ITD before proceeding with the implementations.
- b. ITD must approve any software/plugins before installation for new and redesigned websites. ITD reserved the right to reject any software/plugins.
- c. Legacy Pages are expected to be updated to comply with these standards when they are materially redesigned.
- d. Websites must provide contact information for users experiencing accessibility issues, with prompt response from designated personnel.

4.4 Website Ownership and Accountability

- a. The ITD holds overall responsibility for ensuring that all UTS websites adhere to this policy.
- b. Each department, school, or research centre must appoint a web administrator responsible for maintaining accurate and up-to-date content on their web pages.
- c. The ITD has the authority to make changes or take down content that does not meet the University's guidelines or standards.

4.5 Content Management

- a. Information published on UTS websites must be accurate, up-to-date, and relevant. Outdated or irrelevant information should be removed promptly.
- b. All content must respect copyright, data protection, and other relevant national or international laws.
- c. Websites related to the University's activities (teaching, research, conferences) must be hosted within the UTS content management system under the uts.edu.my domain unless prior permission has been granted by ITD.

4.6 Prohibited Content

Websites under UTS's domain may not host content that:

- a. Spreads false or misleading information.
- b. Hosts nudity, pornography, or adult content, including materials with sexual or explicit language.
- c. Promoting warez, cracks, hacks, or other piracy-related information.
- d. Promotes deviant teaching and content that exploits children.
- e. Content promoted through unsolicited email, unwanted bulk messages or mail fraud schemes, or pages that promote or condone the sending of unsolicited email.
- f. Grossly offensive to the community, including bigotry, prejudice, racism, and excessive profanity.
- g. Selling or promoting unlawful products or services.
- h. Infringing on intellectual property rights, including copyright, trademark, patent, or trade secrets.
- i. Promoting mail fraud, multi-level marketing (pyramid schemes), or fraudulent activities.
- j. Posts or discloses any personal identifying information or private information about any third parties without their express consent.

4.7 Privacy and Security

- a. Websites must adhere to Personal Data Protection Act 2010 (Act 709) as published in UTS's official website (www.uts.edu.my/pdpa). Any collection of personal information must clearly state its purpose, and the data must be securely stored.
- b. The use of Secure Sockets Layer (SSL) encryption is mandatory for all UTS websites to protect user data and privacy.



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- c. Users are responsible for securing their passwords and accounts; unauthorized access is strictly prohibited.

4.8 Legal Compliance

- a. Content must also comply with relevant laws, including copyright, defamation, intellectual property, and data protection laws.
- b. Any legal disputes or challenges regarding web content should be immediately referred to ITD.

5.0 IMPLEMENTATION AND COMPLIANCE

The ITD is responsible for implementing this policy and taking necessary actions in the event of non-compliance. Any staff member who violates this policy may face disciplinary actions in line with UTS's Employee Code of Ethics and Conduct.

6.0 EXCEPTIONS AND AMENDMENTS

Any exceptions to this policy must be approved by the ITD. This policy will be reviewed and updated as necessary by the ITD to ensure it remains relevant and in compliance with UTS's evolving digital strategies.