

Web 2.0 Policy Checklist

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Please note: this guidance has been prepared by **JISC Legal** for information purposes only and is not, nor is intended to be, legal advice.

This document is a checklist of questions relating to acceptable use or terms of use policy (policy) for institutions operating Web 2.0 technology. The checklist would be of help in order to minimise the risk of non compliance with the law. It would serve as a quick reference guide for institutions that wish to develop and implement a new Web 2.0 policy, wish to identify any issues or even looking for pointers to update their existing policy.

1. Does your institution's policy cover Web 2.0 use at the institution?
2. Are staff and students made aware of their rights and responsibilities prior to using Web 2.0 tools at the institution?
3. Does the policy govern appropriate use of the Web 2.0 tool by staff deciding to using Web 2.0 as a teaching tool?
4. Are users made aware of data protection issues and privacy setting checks (e.g. use of cookies, usage monitoring) on institutional Web 2.0 tools before registering to use them?
5. Where the institution collects personal data of individuals using Web 2.0 tools, is it ensured that the level of information collected is only adequate and relevant to fulfil the purpose for which it was collected?
6. Are appropriate confidentiality agreements entered into with third-parties regarding the transfer of personal data over Web 2.0?
7. Where the Web 2.0 service operates and exposes users to marketing or advertising material, are users given the option to opt out of such material?
8. Is appropriate rights clearance obtained for third-party materials before uploading them on wikis or blogs?
9. Does the policy provide provisions regarding the regulation of copyright ownership rights in staff and student contributed material in Web 2.0?
10. Are provisions in the policy geared to govern the use of the Web 2.0 tool by visitors to the institution?
11. Is the service offered through Web 2.0 accessible to disabled staff and students?
12. Does your institution's policy provide specific instructions for users on how they can report any offending material (e.g. copyright infringing, defamatory, obscene content) found available on the Web 2.0 tool?
13. Does your institution have an appropriate person or persons who is authorised to decide if the content found available on the Web 2.0 tool is offending?
14. Does your institution's policy provide for a notice and take down procedure in case offending material is found posted on wikis or blogs?
15. Does your institution's policy provide a clear procedure to resolve disputes relating to Web 2.0 use at the institution?