



**GENERAL SIR JOHN
KOTELAWALA DEFENCE
UNIVERSITY**

**POLICY ON
WEB**

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1. Introduction

General Sir John Kotelawala Defence University (hereinafter referred as to KDU) was initially established as the "General Sir John Kotelawala Defence Academy" by the Parliamentary Act No 68 of 1981 and subsequently it was elevated to University status by the amendment Act No 27 of 1988, thereby empowering it to award Bachelors' and Postgraduate degrees in Defence Studies. KDU is a member of the Association of Commonwealth Universities (United Kingdom) and maintains necessary standards for educating and grooming Officer Cadets to meet the challenges of modern defence management. KDU is now open for civil students who wish to continue their higher studies in various disciplines.

KDU uses web-based technology as a tool to support the mission, vision, and objectives of KDU keeping in line with teaching, research, scholarship, scientific/artistic creation, professional practice, and service to the community. The KDU's website is the most utilised and vital mechanism for expressing all aspects of the university's mission, community, impact, values, and priorities to its internal and external stakeholders. The faculties, centres, and administrative units are encouraged to create websites that support and promote specific university units, initiatives, research projects, centres, labs, and other essential components. The university website must be consistent, contemporary, accurate, and of the highest quality regarding all aspects of its content including its visual, editorial, and navigational standards.

The purpose of this policy is to provide an effective university-wide framework for governance and management of matters related to the web delivery of information and services at KDU

2. Scope

This policy is applicable to all members of the University community with responsibility for creating, maintaining, or managing University Websites and Web-Enabled content. This Policy applies to all University Websites for ensuring that such websites and content are compliant with the specified standards and guidelines.

3. Aims and Objectives of the Policy

3.1 Aim

The policy on web aims to review and monitor the web domain of the KDU ensuring that users of the university web are provided with accurate, consistent, and up-to-date information on the university.

3.2 Objectives

The objectives of this policy are

- To advise the BOM of the KDU on the status and development of the university web domain
- To provide and maintain a high-quality web presence for all academic staff members of the KDU
- To improve the quality of KDU's web presence to promote its status both locally and internationally.

4. Principles and Values

- a) The university's websites and web assets provide support for its research, teaching, learning, and community links. It is therefore paramount that the websites and web assets are managed in a proficient manner.
- b) All members of the University community with responsibility for creating, maintaining, or managing University Websites and Web-Enabled content are responsible for ensuring that such websites and content are compliant with this Policy and the specified standards and guidelines.
- c) Website's content is owned by the relevant faculties, departments, centres, and business units of the university.
- d) The content should comply with this policy and the related standards and guidelines.
- e) This policy applies to all university web pages.
- f) The university reserves the right to remove material from the website and take appropriate action for breaches of university statutes, policies, and rules

5. Policy Statement

The KDU recognizes its website's essential role in enabling the university to fulfil its mission and achieve its goals.

5.1 Production of Web Content

- a) Content on KDU Web must be specific to the official work of the University and not expose the University to risk concerning its reputation, the conduct of its business, or its legal or ethical obligations. The content of web pages must be authorized by the Heads of departments of the respective departments and shall be submitted to be published on the KDU website through the web team of the CITS&DS.
 - University details
 - Descriptions of the faculties, departments, degree programmes, Units, Centres, etc
 - Personal profiles of staff
 - Upcoming or past event(s)/event(s) related to KDU,
 - News and all kind of articles
 - Announcements

- b) The CITS&DS will provide more information on the submission of the web content and its formatting. Obsolete or inaccurate information damages the reputation of the university. Content should be reviewed regularly and removed if it is out of date and/or erroneous.

University Website must Not;

- Contain or link to content unrelated to the official activities of the University.
 - Contain or link to outdated, inaccurate, misleading, offensive, obscene, defamatory, or threatening content.
 - Contain or link to content which implicitly or explicitly contravenes State legislation.
 - Contain or link to the content of commercial or non-University activities performed by staff members or their families or their commercial or business associates.
 - Contain content owned by external organizations.
 - Contain copyrighted content unless written permission from the copyright holder is held.
- c) Promotional space on the university's home page must only be used to enhance the brand reputation of the university or to drive student recruitment. Publishing of any promotional banners or buttons that do not fulfil these requirements will be at the discretion of the Director, CITS&DS.
- d) Links to External Sites: Web Advisory Committee (WAC), must review and approve and/or make recommendations to the Director, CITS&DS, on the suitability and nature of links to non-KDU websites ('outbound links') for initial or continued publication as part of University Website.
- e) Sponsorship and Advertising
- Acknowledgement of sponsors on the University Website is permitted where the sponsorship is related to the other content on the page on which it appears, for example, the inclusion of links to the websites of organizations sponsoring conferences or projects is permitted.
 - Web pages may contain an acknowledgement of sponsors of university-supported projects, provided that the appearance of the acknowledgement is in keeping with the University's web page design guidelines. Other forms of advertising on the University Website are not permitted.
 - Notwithstanding the above, mentioning a sponsor's name is not permitted on the main entry points to the site (e.g., the University's home page).
 - Advertising for the purposes of commercial gain (e.g., revenue-raising) is not permitted on KDU-Web.
 - All web pages containing potentially promotional references to external organizations or individuals should be referred to the Director CITS&DS for approval.
- f) Workshops, training programmes or functions planned to be conducted at KDU must be informed to the CITS & DS, and it is required to publish information relevant to such occasions. Such information must be forwarded to the CITS & DS five days prior to such event through e-mail only.
- g) News and relevant photographs of functions held at the University must be e-mailed to the CITS & DS within two days of such function, and it must be ensured that such details in English language are perused by the Department of Languages for grammatical corrections prior to being sent to CITS & DS. Service from different lecturers of the Department of Languages appointed by the Vice Chancellor for different sections/faculties can be obtained for this purpose.

- h) The responsibility of the accuracy of details sent to the website must be borne by the officers who send such details, and it will not be borne by the CITS & DS.
- i) In case, there are details of an officer who has left KDU in books, leaflet etc. which are already published on the website, they should be revised removing such details and including details of new officers. The relevant revisions should be sent to the CITS & DS through Registrar.

5.2 Naming, Brands and Required Links

- a) University website will convey the university's brand, be identifiable as a part of the University, and reflect the University's broad values and culture. A consistent and identifiable representation of the University will be prioritized.
- b) University Websites must use a University Domain. Requests for new websites on a University Domain must be made via directorit@kdu.ac.lk
- c) University Websites must be branded as General Sir John Kotelawala Defence University websites and the use of the University's name and logos must comply with the Web Requirements and the Brand Identity Standards: Guidelines & Usage, provided by the University's CITS&DS and web team.

The University Websites must include:

- An easily discoverable link to the KDU homepage (www.kdu.ac.lk)
- Contact information of the Covered Party responsible for the site
- A copyright notice in the following form "Copyright © 2xxx. Designed by CITS&DS Web Team"

5.3 Hosting and Building of Websites

- a) To provide better security and maximize the value of the University's investment in information technology, all University websites should be hosted by the University and be accessible via the kdu.ac.lk domain.
- b) To support appropriate branding, accessibility, security, content and content management, all University websites, other than blogs, shall be built on and operated through the CITS&DS.
- c) Before a third-party utility application is implemented, CITS&DS should be consulted to ensure that the application meets basic University requirements.
- d) University websites previously built are expected to comply with standards in the Web Policy and the specified guidelines.
- e) Heads of Department are expected to have plans in place, including timelines, for migrating University websites not already in the latest up-to-date formats.

5.4 Management of Web Content

- a) The University will maintain a high standard of communication through its web presence by managing the publishing, monitoring, maintenance, and archiving of content.
- b) To assist with the management of web content, Heads of Departments are strongly encouraged to appoint or nominate a Web coordinator, to whom they can delegate responsibility for ensuring that content is managed as per the requirements of these Guidelines and the University's Web Policy.
- c) To ensure high quality and accurate web presence, content should be updated whenever necessary, and formally reviewed at least monthly to ensure that it remains current and correct.

- i. Content will be:
 - conveyed clearly and unambiguously, in a tone appropriate to the audience and consistent with the image and reputation of the University,
 - delivered in an appropriate format for its intended audience, and
 - sourced from primary authoritative sources where practical.
- ii. Social media content will be managed, including through appropriate monitoring and moderating, to ensure that the reputation, standards, and policies of the University are maintained.
- iii. Content of a confidential or sensitive nature will be restricted to the appropriate audience.
- iv. Web content will be subject to appropriate record-keeping, including archiving of content which is no longer current.
- v. The university, faculty, department, units, and centres, must be responsible for the accuracy of the web content before submitting it to the CITS&DS.
- vi. The CITS&DS has the prime authority to clarify the reliability and validity of the web content, before publishing through the web. The CITS&DS is fully responsible for the management of the web content.

5.5 Prohibited Content

The web content and the materials should be adhered to the following digital laws which provides the necessary legal environment for using electronic data and digital documents for official as well as personnel purposes.

- Intellectual Property Act No. 36 of 2003 (Sections related to Copyright)
- Personal Data Protection Act, No. 9 of 2022 ('PDPA')
- Electronic Transactions Act No. 19 of 2006
- Obscene Publications Ordinance No. 04 of 1927
- Computer Crimes Act No.24 of 2007

The above-mentioned digital laws and university policies prohibit the publication of certain types of materials. The following must not be included on official University web pages:

- a) Copyrighted or licensed materials for which the necessary permissions for use have not been obtained as per the copyright law;
- b) Advertising or promotion of commercial or political interests unrelated to the University;
- c) Material or speech that is unlawful unless with a disclaimer for illustrative academic purposes only;
- d) Material that is intended to damage, interfere with or place an excessive load on a computer system or network.

5.6 Security

- a) All significant information security incidents and risks, including those involving web services, must be reported to the CITS&DS.
- b) Developers/Programmers are expected to be familiar with the University's IT Policy and should be aware of web application security issues outlined by industry-specific initiatives such as the Open Web Application Security Project (OWASP).
- c) Developers/Programmers should have operational awareness of security concerns including, but not limited to:
 - Maintenance of appropriate access control on files and directories
 - Maintenance of appropriate access control on resources such as databases
 - The potential for cross-site scripting and cross-site request forgery
 - The potential for session fixation and hijacking
 - The potential for SQL Injection
 - The need for appropriate encryption during secure transactions and data storage
 - The appropriate use of existing authentication frameworks.

5.7 Accessibility

- a) The University's web presence aims to meet Guidelines for Developing Sri Lanka Government Websites 4.0, except where these standards are Government specific.
- b) Developer/Programmers, Designers and Content Administrators are strongly encouraged to evaluate their webpages for accessibility using tools such as the WAVE web accessibility evaluation tool.

5.8 Policy Violations

Failure to comply with this policy may result in the removal or disabling of the relevant website from university servers, networks and/or support services. Users are encouraged to be vigilant and to report any visible violations of this policy immediately to the IT Help desk or directorit@kdu.ac.lk.

6. Definitions

- a) KDU - General Sir John Kotelawala Defence University, Sri Lanka.
- b) **Web content** - refers to text, images, documents, video and audio files, links etc, and other assortments of multimedia available through a web browser (e.g., Internet Explorer, Firefox, Chrome), irrespective of the device that is being used (e.g., PC, tab, mobile phone).
- c) **University Website** - The official University website www.kdu.ac.lk
- d) **University Web Pages** - Official faculty, unit, and centres websites coming under the university website.
- e) **External organizations** - include public and private sector organizations within Sri Lanka or elsewhere.
- f) **Heads of Departments** - Vice Chancellor, Deputy Vice Chancellors, Deans, Directors, Department heads, Unit heads, Section heads.

- g) **Web Advisory Committee (WAC)** – Deputy Vice-Chancellor (Defence), Deputy Vice-Chancellor (Academic), Director CITS&DS and members nominated by the BOM (Maximum 7 members).
- h) **Covered Party** – All members of the University community with responsible for creating, maintaining, or managing University Websites and Web-Enabled content.
- i) **CITS&DS** – Centre for IT Support & Development Services.

7. Responsibility

- a) All participants in the University's web presence must comply with the laws of Sri Lanka.
- b) Heads of Departments are responsible for ensuring compliance with the Web Policy to maintain the integrity of the University's web presence; Heads of Departments are encouraged to appoint or nominate a Web coordinator to assist with this at an operational level.
- c) The CITS&DS is responsible for providing services to assist Heads of Departments to comply with the Web Policy, and for ensuring that these best practice standards are met in all websites produced.
- d) The Director of CITS&DS (in conjunction with the relevant Head of Departments or senior University officer) is responsible for taking appropriate steps to remove content and/or functionality that may result in legal liability or damage to the reputation of the University.
- e) The web team is responsible for managing the process of taking appropriate steps to restrict access to, websites or online applications where those websites or online applications pose considerable risk to the University.
- f) The WAC is responsible for reviewing this policy, and the related Web Guidelines, as required under the University's Policy Framework.

8. Implementation

Implementation of the KDU web policy is a procedural work. Before the first implementation, it is required to knowledge the relevant authorities and the staff members of the KDU regarding the newly developed web policy. The date and the time of the implementation will be defined by the Director CITS&DS after obtaining the approval from BOM, KDU.

9. Policy Review and Amendments

- a) This policy may have reviewed after every five years or earlier as necessary.
- b) Sub revisions may be initiated on the recommendation of the CITS&DS and/or the directions of the Vice-Chancellor of KDU.
- c) Any such revision and/or amendments shall be forwarded for the recommendation of the Senate and become effective from the approved by the BoM of the University.