



UNIVERSITY OF TORONTO ENGINEERING SOCIETY

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Skule Subdomain Use Agreement

Foreword

The University of Toronto Engineering Society offers its officially affiliated Clubs their own subdomain falling under the Skule.ca domain, with its own hosting space and website control panel, which can be used to upload the Club's website.

This two-page document details the guidelines by which affiliated clubs must follow in order to acquire and operate their website in the Skule domain. This document will be published on the Skule.ca website and updated when necessary.

Technical Glossary

Subdomain refers to a website which follows the naming convention x.skule.ca (with x representing a plain text string of characters). For example, courses.skule.ca falls under the skule.ca *domain name*, but it is its own *subdomain*. This term can be interchanged with the phrase "skule.ca website."

Website Control Panel refers to "cPanel," which is the tool used by Webmasters to upload their websites to the internet in a format such as HTML.

Full Guidelines

Part I: Acquiring the Subdomain

1. The club must be officially affiliated with the Engineering Society in order to be eligible for its own subdomain
2. The VP Communications, Engineering Society Webmaster or Systems Administrator may confirm the club's affiliation status with the VP Student Life at his or her discretion
3. The club must reach out to the Engineering Society Webmaster or Systems Administrator and confirm their interest in acquiring a subdomain
4. **The club's Webmaster and/or President/Chair must fully read and understand the guidelines in this document**
5. The Webmaster or Systems Administrator may then create the space and give all of the details to the Club President and/or Webmaster, at his or her discretion
6. All Engineering Society Project Directorships are automatically eligible for a subdomain, however, must still comply with Part 2 of this document



Part II: Use of the Subdomain

1. The club **may** use the subdomain for club related subject matter, including, but not limited to:
 - a. Hosting club related files
 - b. Promoting the club and club related events
 - c. Advertising the club's mission and goals
 - d. Redirecting to a club's professional website
2. The club **may not** use the subdomain to:
 - a. Host illegal files, including but not limited to copyrighted material
 - b. Offer advertising space for revenue
 - c. Host non-directly club related content. However, content which is indirectly related to the club may be hosted
 - d. Host computer viruses, malware, spyware or any similar malicious computer programs
 - e. Host content which violates the privacy of others, without explicit consent, as defined by local privacy legislation
 - f. Host content created specifically for instigating and/or provoking an aggressive response from another party or group, which may include defamatory comments about a person or party
 - g. Claim they are speaking for the Engineering Society without previous consent**
3. All content on the subdomain is subject to evaluation by the VP Communications for appropriateness and adherence to the guidelines in this document. Clubs are representative of the Engineering Society, and this is also extended to their websites
4. The VP Communications **may**:
 - a. Ask the Club's Webmaster to remove non-adhering content from the Website
 - b. Ask the EngSoc Webmaster or Systems Administrator to temporarily suspend the subdomain if there is a considerable breach of these guidelines
 - c. Ask the EngSoc Webmaster or Systems Administrator to remove the subdomain, in an emergency or inexplicable breach of these guidelines
 - d. Alter any of the rules above when required, and notify the student body by updating the website with the newer rules

Note bene

Please keep this document updated via the skule.ca website and refer to it when necessary. Please email the VP Communications at vpcomm@skule.ca if you have any questions about this document.