

# Web Users Service Policy

## Definition

The "web users service" of METU Computer Center (CC) includes the services of, opening up `www*****` formatted user codes that can be accessed from METU central servers, defining domain names and the afterwards services for academic-administrative units in METU and the METU Northern Cyprus (NCC) campuses, student groups, and event organizations in order to design and set up web pages. The applicants of the web user codes (who are administratively responsible for the user code) will be liable of the contents of the web pages, according to laws and regulations. The CC is responsible for providing the necessary and appropriate technical sub-structure and the tools (within the framework of its technical limits and the issues of security) for web users to set up their web pages. The CC is no way liable of the contents of the web pages set up by the web users. The CC does not check or follow up the contents of these pages; neither ensures the content related to these pages. The CC, under no circumstances, can directly or indirectly be deemed responsible for the mischief or harms resulting from, or claimed to have resulted from the usage related to the content or referencing of these pages.

## The Units/Persons to Make Use of the Service and the Scope of the Service

Such entities at METU or NC Campuses;

1. All academic/administrative units, in order to publicize their units/departments,
2. Student groups and sport teams to introduce themselves and to inform about their activities,
3. Organizers or participants (necessary to be METU staff) of national/international events in METU or NC campuses in order to provide information about these activities,
4. academic staff and graduate students to make use for their academic studies,

can acquire web user codes they can access from the CC central servers. The provided web user code can only be used in the design of the web pages the aim of which is defined. The responsible web code user has to ensure the proper use of the code in accordance with its aim. The web user code requests for creating course web sites are not accepted.

Departments/personnel willing to create web sites for courses held in the university can use the [ODTUClass](#) system, which is managed by the Informatics Institute.

## Application

The user codes created on the central servers must be at most eight characters long. The form of web user codes is `www*****`; instead of the `*****` there could be an abbreviation, not more than five characters, **that stands for the purpose/topic of the web page**. *For web user requests made from the Cyprus Campus the user code to be opened should be in the form `wwwk****`. As a result, the web-user related part takes 4 characters.*

There is no limit for the character number of the domain name, but for practical reasons domain names longer than fifteen characters is not recommended. It should also reflect the contents and the aim of the web-user code. *For applications from the Northern Cyprus*

*Campus the domain name will have the\*\*\*\*\*.ncc.metu.edu.tr and \*\*\*\*\*.kkk.metu.edu.tr domain definitions.*

The web user code and the name for the academic and administrative units is decided according to the ECS ([Electronic Communication System](#)) code as indicated below:

**Web user code:** wwwecs

**Domain Name:** ecs.metu.edu.tr

*To obtain a Web user code and a domain name ["New Web User Code and Domain Name Application Form"](#) should be filled in and sent.*

- For the academic/administrative units, the administrator of the related faculty, institute, department, center or office (Dean of the faculties, chairman of the departments and director of the other academic and administrative units and centers),
- For the student groups their academic advisors,
- For the sport teams their academic advisors (*if the advisor cannot be reached or doesn't exist, an authorized person in Office of Sports*)
- For the doctorate/graduate students their dissertation counselors,
- For the academic research groups and projects, the academic counselor of the group or project
- For the events/organizations held or participated by METU the managing academic/administrative staff,

should apply entering their personal user code and password in the application form. *For the applications made from the Northern Cyprus Campus it should be indicated that the application is made from that campus.*

After all the definitions about the web user code and the domain name are made, an e-mail will be sent to the address of the responsible person about the matter in hand.

- ***The qualifications necessary for the "Web User Code Responsible Persons":***

Web user code responsible persons should have Unix and HTML knowledge and/or skills to use web page design tools and some knowledge of technical genre of English. Besides; higher level information security literacy is a must.

### **Creating the User Code and Defining the Domain Name**

After the request for the web user code and domain name reaches the CC and is evaluated;

- If there is a user code already created for the conveyed demand, the applicant is informed of the situation. A newly formed password for the existing user code is delivered to the applicant when both CC and the applicant agree on.
- If there is no already assigned web user code for the conveyed demand the necessary action is taken to create the requested www\*\*\*\* formatted user code.
- The same procedure similarly applies for the domain name, if such a name is not already defined and if it is approved, the necessary definitions are made.

- Since the web user code applications made via the Cyprus Campus reach the NCC Information Technologies Directorate (NCC-ITC Office) the steps of the procedure above pertains for the NCC-ITC Office as well.

### **Expiration of Web User Codes**

User codes supplied for events organized or participated by METU and for academic studies are cancelled after the requested duration time expires.

The web user codes defined for academic/administrative units and student groups sustain as long as the unit and/or the student group exists.

### **Points to be considered for the Web User Code Responsible Persons**

- Any kind of file opened for access within the web pages that are set up with the web user code should be placed in the "**wwwhome**" directory situated under the directory belonging to that user code.
- The relevant unit/community/persons are responsible for the issues as the substructure, the graphics and the content design and updates of their web pages. The CC provides technical/information support to web code users for the opening and preparations to use of the web user code for the probable problems encountered and is not responsible for the stages (substructure, graphics and content design, updates etc.) that follow.
- Web pages designed with the web user codes must comply with the legal arrangements, policies and procedures listed at <http://bidb.metu.edu.tr/en/policies-and-rules>. Furthermore, it is imperative that the web pages not contain any documents of persons/institutions without showing reference/resource and no work be published without the prior consent of the author.
- It is essential that the fore mentioned pages contain access information about the relevant unit/community/event/organization/person. Other compulsories and content proposals for the web pages set up on METU central servers can be accessed at [here](#).
- For links on the METU Web Pages to the pages set up by the web code users the users should inform the **webadmin@metu.edu.tr** address by an e-mail of the requirement.
- When the function of the web user code is over the user should inform the **webadmin@metu.edu.tr** e-mail address for the user code to be terminated.
- **www\*\*\*\*@metu.edu.tr** address is used for correspondence of the web account and therefore should regularly be followed up.

### **The Technical Specifications of the Web User Code and the Constructed Web page**

- The web user codes, as a default, are assigned with a quota capacity of **250 MB**.
- The factual address of the web pages constructed with web user codes is [http://\\*\\*\\*\\*\\*.metu.edu.tr](http://*****.metu.edu.tr).
- The same page is also defined and accessed from the below addresses besides the [http://\\*\\*\\*\\*\\*.metu.edu.tr](http://*****.metu.edu.tr) address;
  - [http://www.\\*\\*\\*\\*\\*.metu.edu.tr](http://www.*****.metu.edu.tr)
  - [http://\\*\\*\\*\\*\\*.odtu.edu.tr](http://*****.odtu.edu.tr)
  - [http://www.\\*\\*\\*\\*\\*.odtu.edu.tr](http://www.*****.odtu.edu.tr)
  - [http://\\*\\*\\*\\*\\*.metu.edu](http://*****.metu.edu)
  - [http://www.\\*\\*\\*\\*\\*.metu.edu](http://www.*****.metu.edu)

- The space allotted for the web user may not be used for back-up or program running purposes. Care should be practiced to keep the size of the files to a minimum to avoid problems like the web page to slow down or insufficiency of quota.
- If requested and Web User Service deems it appropriate; a PostgreSQL or MySQL database is provided for the web users. A reasoned request on the subject should be made by contacting cc-ig@metu.edu.tr.

### **New password request**

It is possible to set a new password in case the existing password is lost, forgotten, or the responsible person parts etc. and it can not be reached. To request for a new password;

- For the academic/administrative units, the administrator of the related faculty, institute, department, center or office (Dean of the faculties, chairman of the departments and director of the other academic and administrative units and centers),
- on behalf of the student groups subordinate to Office of Cultural Affairs, the academic advisors; if the advisor cannot be reached or doesn't exist, an authorized person in Office of Cultural Affairs,
- on behalf of the student groups or sports teams subordinate to Office of Sports, the academic advisors; if the advisor cannot be reached or doesn't exist, an authorized person in Office of Sports,
- for the doctorate/graduate students their dissertation counselors,
- For the academic research groups and projects, the academic counselor of the group or project
- for the events/organizations held or participated by METU the managing academic/administrative staff,

obtain a new password from METU User Account Management page on

<https://useraccount.metu.edu.tr/>.

*For applications made from the Cyprus Campus the fact should be stated that it is made from the Cyprus Campus. For the Cyprus applications the envelope should be picked up from NCC-ICT since those applications reach NCC-ICT Office.*

### **Quota Increase Request**

It is possible to request for a quota increase when the default capacity (250 MB) provided at the opening of the quota, does not suffice due to the purpose and content of the related page, by sending an e-mail to **hot-line@metu.edu.tr** request The form can be accessed using the www\*\*\*\* user code and the password. The quota increase request is investigated by the METU CC; the space allocated at the central servers and the file usage for the web user code is considered and if the requirement is accepted the quota increase is carried out.

### **Correspondence for Questions/Problems**

The questions/problems related with the web user code should be directed to **hot-line@metu.edu.tr** e-mail address with detailed explanations and the error messages received if there are any.

Under the legal obligations, the CC reserves the right to close down the web user account or the application if a breach of security is detected on the applications being run until the problem is troubleshoot.

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*The right of the CC to make amendments in the web user service policy without notification to other persons and institutions is reserved. Furthermore, the CC has the right to make technical changes and improvements on the central web server at any given time. These changes may be conveyed to the users in advance, however, for instantaneous changes, it may be that pre-notifying the users could not be possible.*

The web users are responsible for following up the information released in this document and be informed of the changes.