

# Franklin Pierce Law Center Web Policy

## Section 1: Introduction

- a. No personal student web pages shall be hosted on any Pierce Law server.
- b. Student groups authorized by the Associate Dean for Student Affairs are eligible to apply for a web presence for the group (including, but not limited to a Pierce Law e- Mail account, BBS forum, and listserv).
- c. Individual students that are under the supervision and/or direction of a Pierce Law faculty member for a web project authorized by the Dean and/or Associate Dean can apply for a web presence for the project.
- d. To apply for a web presence on a Pierce Law server, one must arrange a consultation with appropriate Computer Services staff.
- e. The Pierce Law Webmaster retains complete control, including the prerogative to change site content, as well as the approval of what is and is not allowed on our servers, for all Pierce Law hosted sites.

## Section 2: Use of Images on the Web

- a. Individual student's names are not to be placed in the ALT text of images without expressed written consent. Said expressed written consent shall remain on file with the Computer Services department.
- b. Photos of students, faculty and staff in and around Pierce Law that appear on the Law Center's web pages are intended to portray the vital role that they play in the day-to-day events at Pierce Law.
- c. Students, faculty and staff who do NOT wish to have their image appear on the Franklin Pierce Law Center website can complete an opt-out request that shall remain on file with the Computer Services department and the Associate Dean for Student Affairs. Requests by a person to remove any specific images will be honored to the fullest extent that is possible.

## Section 3: Copyrighted Materials

- a. Copyrighted graphics, images, or other content must have the appropriate permission(s) (along with proof of said permission) available upon request before being placed on a Pierce Law server.

## Section 4: Accessibility

- a. All web pages are to comply with the World Wide Web consortium's (W3C) Web Accessibility Initiative (WAI) [<http://www.w3.org/TR/WAI-WEBCONTENT/>].

## Section 5: Technical and Coding Considerations

- a. All images and graphics are to have descriptive ALT tags.

- b. The use of cascading style sheets is highly recommended.
- c. Deprecated tags should not be used unless absolutely necessary and only after consultation with the Webmaster. For example, font and bold tags have been deprecated and should not be used.
- d. Pages should be designed for viewing at a resolution of 800 by 600 pixels. Avoid forcing the user to scroll to the right or left to read a page.
- e. All class material intended for the web needs to be presented to Computer Services in an electronic format that is easily converted to an appropriate web format.
- f. Regular HTML files should end in the .htm extension, not .html and should be named with all lowercase characters, and with no spaces
- g. "Enhancements," such as Java, Javascript, and/or animations should be used sparingly, always keeping in mind that not everyone uses Java (by choice or by circumstances) and that these will slow down the loading of pages. In general, we tend to prefer and use Macromedia products such as Flash and ColdFusion to provide enhancements or database driven content.
- h. Links to other pages and graphics within any Pierce Law site should always employ relative links and not absolute links.
- i. Frames should not be used at all. If there is a situation that demands frames, please consult with the Webmaster.

## Section 6: Content Providers

- a. At least one person from each department or organization shall be designated as the contact person for that department or organization's web content. Said contact person will be responsible for the maintenance of relevant and up-to-date content of that department or organization's pages. Failure to comply with said responsibility could result in the de-activation of said department or organization's web privileges and/or content.



## Student Financial Services Code of Conduct

The staff of Pierce Law, Office of Student Financial Services is committed to the highest standards of professional conduct. We are members of the Eastern Association of Student Financial Aid Administrators and the National Association of Student Financial Aid Administrators and follow their code of conduct. We invite you to contact us if you have any questions.

## NASFAA Code of Conduct for Institutional Financial Aid Professionals

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.



## ALCOHOL AND DRUG ABUSE PREVENTION POLICY

Based on the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-225, and to express Pierce Law's concern with preventing alcohol and drug abuse in the school environment, Pierce Law has adopted the following Alcohol and Drug Abuse Prevention Policy.

The policy consists of the following sections: Standards of Conduct; Applicable Legal Sanctions; Available Treatment Programs; Disciplinary Sanction; and Review.

Periodically throughout the year, additional pamphlets, booklets, and informational statements describing aspects of alcohol and drug abuse and methods and placements for treatment in New Hampshire are posted and displayed where they will be available to members of the community.

In addition, Pierce Law fully supports the *Commission on Lawyer Assistance Programs (CoLAP)*. The ABA created the commission to advance the legal community's knowledge of health and work/life balance and provide a model for assisting lawyers whose practices have been impaired by addiction and emotional health illnesses. All fifty states have developed lawyer assistance programs or committees focused on quality of life issues. These programs employ the use of intervention, peer counseling, and referral to 12-step programs to assist in the lawyer's recovery process. A full list of program contacts can be found. You may find additional information on the Commission at <http://www.abanet.org/legalservices/colap/> and a full list of program contacts at <http://www.abanet.org/legalservices/colap/lapdirectory.html>.