
T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE *for* WEBSITE OPENING AND PUBLISHING

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) This Directive is for the academic and administrative units and staff of Nevşehir Hacı Bektaş Veli University, which conducts education, training and research in accordance with the General Purpose and Principles of Higher Education defined in Article 4 of the Higher Education Law No. 2547 dated 06.11.1981. It has been prepared in order to ensure that the web areas allocated on its servers are used in accordance with the current legislation, general morals and ethical rules.

Scope

ARTICLE 2- (1) Within the scope of the development of corporate identity, this Directive covers the procedures and principles regarding the development and management of the web sites prepared, the definition of the method of preparing the contents planned to be added to these sites, the determination of duties, authorities and responsibilities in these matters, and the design elements and publication, and all sub-domains / web sites / web pages prepared within this scope.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the following legislation: Law No. 5651 dated 23.05.2007 on the Regulation of Broadcasts on the Internet and Combating Crimes Committed Through These Broadcasts, Law on the Protection of Personal Data dated 07.04.2016 and numbered 6698, Law on Intellectual and Artistic Works dated 13.12.1951 and numbered 5846, Presidential Digital Transformation Office Information and Communication Security Guide dated 10.07.2020, Prime Ministry Circular on the Public Institutions Website Guide dated 27.01.2007 and numbered 26416.

Definitions

ARTICLE 4- (1) In this Directive following expressions are used:

- a) Subdomain Name/Website/Web Page: Subdomain names/websites/web pages prepared by Nevşehir Hacı Bektaş Veli University Information Processing Department,
- b) BİDB: Nevşehir Hacı Bektaş Veli University Information Processing Department,
- c) Unit: The academic or administrative unit or other communities, including the Faculty/School/Vocational School/Institute/Central Directorates of Nevşehir Hacı Bektaş Veli University, Departments/Departments affiliated to the Rectorate, and Administrative Management Units,
 - ç) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
 - d) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
 - e) ULAKNET: National Academic Network operated by the National Academic Network and Information Center (ULAKBİM), an institute of the Scientific and Technical Research Council of Turkey (TUBITAK),
 - f) University: Nevşehir Hacı Bektaş Veli University,
 - g) Web Manager: The top manager of the relevant unit of Nevşehir Hacı Bektaş Veli University and the responsible person appointed by the top manager and notified to the BİDB.

SECOND PART

Website Content and Basic Design Elements

Content and key design elements

ARTICLE 5- (1) It is obligatory to link to the official website of the University on the main pages of all kinds of sub-domains/websites/web pages prepared within the University (<https://www.nevsehir.edu.tr>).

(2) Contents are prepared in order to convey information to internal and external stakeholders in line with the task undertaken such as education-training, research-development, technology, health services, culture and art activities. In addition, it is essential that the content of the web page is correct, up-to-date, satisfying, the information is clear and easy to understand, it is written in a careful Turkish free from spelling errors, and it is easily and widely accessible.

(3) The contact information must be stated in full so that opinions and questions can be conveyed on the prepared pages. (The unit's e-mail address, telephone number, postal address, etc., as well as the e-mail address and internal phone of the page manager are kept.)

(4) Images, texts, documents, etc. to be presented on web pages. other objects are adapted to the web environment as much as possible in accordance with accessibility criteria. (For example; large files should be compressed, a legible font size is chosen for texts, or images are enhanced for the web by considering their width-height ratios.)

(5) Unnecessary files are deleted. File sizes are controlled and made suitable for the web environment, and no files are hosted in environments outside the responsibility of the University (except for interactive forms, scale links and situations that may be mandatory).

(6) Except for corporate e-mail addresses, e-mail addresses are not included.

(7) If quotations such as text or multimedia objects from other sources are used, these sources are indicated.

THIRD PART

Duties, Powers, Responsibilities and Prohibitions

Duties, powers and responsibilities

ARTICLE 6- (1) **BİDB**

a) It is responsible for the integrity of the university's subdomains, websites, general structure of web pages and corporate identity.

b) Its main task is to prepare the required subdomain name, website, web page within the scope of technical possibilities and to provide technical support to the web unit responsible in data entry when necessary.

c) It may request data regarding the sub-domain name, website, web page from the relevant webmaster which he/she is responsible for.

ç) It can report the problems encountered to the related Web Manager.

d) It determines the resource need of the new domain name/new site/page or change requested by the related web unit responsables in accordance with this Directive and schedules the necessary work.

e) It has the authority to reject development requests that do not comply with the general and/or technical integrity of the subdomain/website/web pages.

(2) Person in Charge of Web

a) Submits his/her requests by filling in the “Sub-Domain Name Request Form” (Appendix 1).

b) She/he accepts that the responsibility belongs only to him/her, that he will not use or transfer his private and confidential password and user name and / or code to anyone else, that he will change it immediately even if there is a suspicion of being learned by someone else, otherwise he will be responsible for all transactions and he will not claim that he has not used it.

c) He/she can perform delegation of authority from the internal network of the University. The delegated personnel update the pages with their own username and password.

ç) He/she is responsible for keeping the records (e-mail address, telephone and similar) in the BİDB for information on web pages up-to-date.

d) He/She is responsible for making the necessary corrections and arrangements communicated by the BİDB and eliminating the deficiencies.

e) Responsible for all matters specified in this Directive.

f) He/She is deemed to have accepted and committed to comply with the provisions of this Directive as of the date of his/her assignment.

Legislation to be complied with

ARTICLE 7- (1) While managing Sub-Domain Names / Websites / Web pages and publishing their contents;

a) Law No. 5651 dated 23.05.2007 on the Regulation of Broadcasts Made on the Internet and Combating Crimes Committed Through These Broadcasts,

b) Law on the Protection of Personal Data dated 07.04.2016 and numbered 6698,

c) Law on Intellectual and Artistic Works dated 13.12.1951 and numbered 5846,

ç) Presidential Digital Transformation Office Information and Communication Security Guide dated 10.07.2020,

d) ULAKNET Usage Policy,

e) Public Institutions Website Guide,

f) University legislation,

g) BİDB policies, instructions and practices

have to be complied with.

Prohibitions

ARTICLE 8- (1) Followings are prohibited in the subdomain, on the website and web page:

a) Hosting content that will harm human rights and freedoms and/or linking to resources containing such content,

b) Maintaining pages with language, religion, political discrimination, racial discrimination and/or sectarian discrimination and/or linking to resources with such content,

c) Contrary to public morals and morals; hosting content that contains insults, slang, profanity and obscenity,

ç) Keeping information and documents that offend and expose the private life of the person or linking to sources with such content,

d) Using, hosting and/or linking to sources containing such content, any content that is contrary to the laws, regulations and related legislation of the Republic of Turkey,

e) Hosting content that will harm the identity of the university and other institutions and the fundamental rights of individuals and/or linking to resources with such content,

f) Supporting or encouraging any political or social group/opinion.

CHAPTER FOUR
Final Provisions

Cases where there is no provision

ARTICLE 9- (1) In cases where there is no provision in this Directive, the provisions of the relevant legislation are valid.

Force

ARTICLE 10- (1) This Directive enters into force from the date of its adoption by the Senate.

Executive

ARTICLE 11- (1) The provisions of this Directive are executed by the Rector.

Senate Adoption	
Date	Number
16.09.2021	2021.31.192.

	NEVŞEHİR HACI BEKTAŞ VELİ ÜNİVERSİTESİ ALT ALAN ADI İSTEK FORMU		Dök. No:	FR. 35	
			Revizyon No:	01	
Hazırlayan: Bilgi İşlem Daire Başkanlığı		Onaylayan: BGYS Yönetim Temsilcisi		Revizyon Tarihi:	04.02.2021
				Yayın Tarihi:	14.11.2018

Alt Alan Adları Kullanım İlkeleri

1. Bilgi İşlem Daire Başkanlığı'ndan talep etmiş olduğunuz, alt alan adları içeriği için Ulaknetin internet kullanım politikaları geçerlidir, okumak için <http://www.ulakbim.gov.tr/ulaknet/kullanim-politikasi.uhtml> adresinden bakınız.
2. Nevşehir Hacı Bektaş Veli Üniversitesinde;
Gelen yazı doğrultusunda akademik birimlere, birim sayfası / yapacağı sempozyum veya benzeri etkinlikler için, sayfa içeriğine uygun web kotası verilir. Etkinlikler için açılan alt alan adları etkinliğin bitiminin ardından yine birimin bildirmesi üzerine kapatılır. Verilen kullanıcı adı ve şifreler sistemden silinir. Bu kotalar kişinin isteği ve ihtiyaç doğrultusunda artırılabilir.
3. Kullanıcı, hizmet hakkının sadece kendisine ait olduğunu, bu hakkın kullanımına ilişkin özel ve gizli şifresini ve kullanıcı adını ve/veya kodunu başkasına kullandırmayacağını ve devretmeyeceğini, başkası tarafından öğrenilme şüphesi dahi olsa derhal değiştireceğini, aksi takdirde yapılan tüm işlemlerin sorumluluğunun kendine ait olacağını, kendisi kullanmadığı iddiasında bulunmayacağını kabul eder. Nevşehir Hacı Bektaş Veli Üniversitesi İç Ağından yetki devri yapabilir. Yetkili alanlar kendi kullanıcı adı ve şifresi ile sayfaları güncellerler.
4. Kullanıcı, İnternet erişimi ve kendine tahsis edilmiş web alanında, sistemde dile getirdiği tüm fikir, düşünce, ifade ve yazılar kendisine aittir.
5. Kullanıcı, İnternet ortamındaki haber gruplarında, sohbet ortamlarında; alt alan adlarına bağlı göndereceği elektronik posta mesajlarında ve kendisine tanınacak web sayfası yayınlama hakkı içerisinde hakaret, pornografi ve diğer yasadışı, toplum ahlak ve anlayışına aykırı herhangi bir amaç güden toplu tanıtım, postalama ve benzeri aktivitelerde bulunamaz.
6. Kullanıcı, hesabında ve/veya sitesinde pornografik içerikli resim, animasyon, video vb. bulunduramaz ve benzeri içerikli sitelere bağ (link) veremez. Üniversiteye ait ağ ve sunucu bilgisayarlar uygunsuz, müstehcen, rahatsız edici görüntülerin üretilmesi ve dağıtılması (akademik ve bilimsel araştırma amaçlı olanlar hariç) amacıyla kullanılamaz.
7. Kullanıcı, hesabında ve/veya sitesinde hukuki açıdan suç teşkil edecek materyal ve belgelere yer veremez. Kamu ve ticari servisler ile şahsi hesap sahiplerine zarar verici uygulamalar kullanamaz.
8. Kullanıcı, hesabında ve/veya sitesinde Hack/Crack temelli belgeleri eğitim amacı dışında bulunduramaz ve yayınlamaz. Başka bir sistemin posta sunucusunu veya başka bir kullanıcının posta hesabını ilgili kişinin açık izni olmadan mesaj gönderme amacıyla kullanamaz.
9. Kullanıcı, hesabında ve/veya sitesinde kamu kurum veya kuruluşları ile gerçek/tüzel kişiler hakkında karalama ve benzeri yayın yapamaz, yapılması için özendirici olamaz. İftira mahiyetinde, gerçek dışı, sıkıntı ve rahatsızlık verici, gereksiz korku yaratacak materyalin üretim ve dağıtımını yapamaz.
10. Kullanıcı, hesabında açığa çıkarılmış şifre yayınlamaz. Şifre ve benzeri koruma yöntemlerinin kırılması ile ilgili bilgi içeren belgeleri eğitim ve koruma amacı dışında bulunduramaz. Kasıtlı olarak bilgisayar ve iletişim kaynaklarını yetkisiz kullanmaya, başkalarının verilerini tahrip etmeye, şahsi bilgilere erişmeye, başkalarına ait çalışmalarını bozmaya ve tahrip etmeye yönelik çalışmalar ve benzeri faaliyetlerde bulunamaz.
11. Kullanıcı, hesabında ve/veya sitesinde ticari reklamlara ve üyelik ile sağlanan yerli/yabancı sponsor reklamlarına, bağlarına yer veremez. Ticari reklamlar ve haber duyuruları gibi istenmeyen mesajlar yayınlamaz.

Taahhütnameyi okudum ve kabul ediyorum
Alt Alan Adları Ana Sorumlusu (Kurumun kadrolu personeli / talep sahibi)

İmza: