

### Terms of Use for Information Users (SMU faculty, staff & students)

#### **GOOD BEHAVIOR**

##### **Be respectful**

Show respect for your peers even if they have views that are very different from yours. Acknowledge their contributions before sharing yours. You can make your stand without being rude, insensitive or offensive. Argue substantiated facts, not personal style preferences and/or mere opinion.

##### **Consensus**

SMU Wiki contents are expected as with original Wiki, to stabilize after a process of consensus among Information Users. This process generally involves a series of discussions, debates and persuasions amongst contributors.

##### **Editing**

SMU Wiki pages are meant to be edited, but in a constructive way. When major changes are explained, it helps reduce misunderstanding. If someone is not happy with your edits, talk it over with them and try to reach a compromise. If compromise is not possible, approach the Information Custodian to see how your disputes can be resolved.

##### **No legal threats**

It is not beneficial to anyone to make legal threats. You can direct complaints of defamation or copyright infringement to the Information Custodian. However, if you insist on taking legal action, we advise that you refrain from editing the relevant SMU Wiki pages until the issue is resolved.

##### **User tracking**

Each **person's** contributions are being tracked. Every contributor is responsible for his/her contributions. Report all abuse and copyright infringements to the Information Custodian.

##### **Username policy**

Your user name is the same as the one in the active SMU directory and which is subject to the AUP. You will not be allowed to use pseudo names.

##### **Vandalism**

Vandalism is a deliberate attempt to deface a SMU Wiki and/or destroy the accuracy or completeness of the information in the SMU Wiki. A first warning will be issued to the vandal. If the willful act continues, the vandal will be banned.

#### **CONTENT**

##### **Research works**

Research works some times, carry a contractual obligation to retain confidentiality of the relevant areas of research. For this reason, SMU Wikis shall not include details of any research works (general and/or detailed), unless so verified acceptable for public release and authorised by the Information Custodian. These may include unpublished theories, data or concepts; or any new interpretation, analysis, or synthesis of published data or concepts.

# Information Users

## **Attack pages**

An attack page would include pictures, links or writings that discredit or harass specific individuals. The Information Custodian or Information Support has the right to delete such pages or the relevant content.

## **Biographies of living persons**

Articles about living persons must be accurate and not contain any derogatory and/or unsubstantiated statements. Be careful about your referencing, particularly about details of personal lives. Contentious materials about living persons will be deleted immediately by the Information Custodian or Information Support.

## **Verifiability of information**

All users must abide by SMU's Code of Academic Integrity and cite sources wherever relevant.

## **DELETION**

### **General deletion policy**

Both the Information Custodian and the Information Support can delete potentially contentious articles. This action is usually taken after consultations with relevant experts or authorities.

### **Proposed deletion**

Anyone can propose deletion of controversial articles. If no one contests the proposed deletion within a week, the article may be deleted by the Information Custodian or the Information Support.

### **Criteria for speedy deletion**

SMU Wiki pages may be deleted immediately if they contain materials that are obviously libellous, offensive, disruptive, malicious, derogatory, promote, incite or endorse hatred, strife or intolerance (ethnic, racial, political or religious).

SMU Wiki pages may also be deleted, if they contain privileged, proprietary and/or confidential information.

## **ENFORCING POLICIES**

In the ensuing policies, Information Custodian or Information Support has the right to take any/all of the following actions:

### **Blocking policy**

To block disruptive users from editing - The block can be lifted provided the offender is aware of the misdeeds and agrees to demonstrate good behavior.

### **Banning policy**

To ban extremely disruptive Information Users from accessing the SMU Wikis - Information Users who are banned can appeal for reinstatement and final decision (on a case-by-case basis) will be made by the Information Custodian together with the Information Support.

### **Protection policy**

To protect pages against vandals or destruction during hostile disputes - Pages can be freed from protection if problems are resolved.

### **Dispute resolution policy**

To facilitate the resolution process - If that fails, a panel of suitably qualified persons in SMU may be formed to preside over the dispute resolution process.

## **LEGAL AND COPYRIGHT**

### **Ownership of Content**

Ownership of content on SMU Wikis will be guided by the SMU IP Policy.

### **Copyright violations**

SMU Wiki does not tolerate copyright infringements and will swiftly remove any violations.

### **Image use policy**

Where paid images are used, give a full description of their source, copyright requirements and approval to use.

### **Libel**

Content which is or has the potential to be libellous will be deleted. If you believe you are the object of malicious defamation, please inform the Information Custodian.

### **Reusing SMU Wiki content**

SMU Wiki content may be freely used for educational (non-commercial) purpose. However, you must credit the relevant authors in all your work.

### **Legal Recourse**

SMU Wikis shall abide by Singapore Law.

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