

Guidelines for using WordPress

If you plan to use WordPress as part of learning and teaching, contact Peter Carlill (PVAC, ESSL and Arts Blended Learning Support) in the first instance for advice – p.carlill@leeds.ac.uk

As a general rule, if you are using **WordPress.com** (where the site is hosted by WordPress) then the content cannot be managed by the University. Therefore:-

- Don't use the University Logo
- Do not speak for the University
- Don't make statements about the University which cannot be substantiated by fact
- Do not say that 'This is a Leeds University site'. It's OK to say 'I am a student at Leeds University', or 'this group is doing such-and-such at Leeds University' but it is NOT OK to say 'This is the Leeds University such-and-such site'. The content is owned by the users of your site, and not by the University.
- Do not collect personal data such as address, telephone number, age etc. It is OK to use email addresses (these are normally required for registration)
- THINK about the impact of the site disappearing. The site is hosted and data is held by WordPress.com, and therefore the University cannot be responsible (and can't help) if any data gets lost.

If you are thinking of using WordPress for **assessment**, it is recommended that you use a University branded and hosted version of Wordpress (which can be set up by Peter Carlill). It will then be backed up by ISS, and the intellectual property will be held completely within the University.

If you are thinking of setting up a WordPress site for research or dissemination, contact your Faculty IT Manager for advice. It is possible to have a WordPress site hosted internally with University Branding for core School activities and University funded projects.