**西北工业大学**

**信息化建设与管理处文件**

信字[2020] 7号

关于印发《信息化建设与管理处网站建设管理办法》的通知

各部门：

《信息化建设与管理处网站建设管理办法》已于2020年6月10日经处务会议审议通过，现予以印发，请遵照执行。

 信息化建设与管理处

 2020年6月10日

ZUMoY14gcGUxYRAla2Hfc18xYBAgalPfc2AyOC83aVvfclUxb1kuaizhLR3vHhAkalMuYFktYyzhUUQFKSfhOy3MBiwoT1kmalEzcWIkOfzJOEcOTjQoT1kmalEzcWIkOfzJODYrXVb9LCvuQlwgYy3MBiwAbGANXV0kOkcublPfLSTtLBfwMR30LCLwKiDvLC=sUiftLh3vKiPwNBfyLr56JR=sHDDoOB8AbGANXV0kOfzJODQuXzkDOmr0LTHyLCP3LBz4QCb2KSP1MDLsNSTxMhz4QCL2MDT0NSIFPiM8OB8Da1MIQC3MBiwDa1MNXV0kOsCEy5J6q6RlyrR7+pNnyeiUuq1nxdh42LCsrNx2pJNoOB8Da1MNXV0kOfzJOEMoY14gcGUxYT4gaVT9zLWOnqtuuZiI5MOqtcy=6aRlOB8SZVctXWQ0blUNXV0kOfzJOEMoY14gcGUxYUUyYWINXV0kOsCEy5KVzMCDOB8SZVctXWQ0blUUb1UxSlEsYS3MBiwSZVctXWQ0blUUalkzSlEsYS6N86FwtZSRsaSyzZb7K0MoY14gcGUxYUUtZWQNXV0kOfzJOEMoY14gcGUxYTskdUMNOiEALSb0NC=zLCLvNC=1LSX7K0MoY14gcGUxYTskdUMNOfzJOEMoY14gcGUxYUQoaVT9Li=xLBzvMhzxMx=wLSnvLinwMR=fJLpwuNSTsLBz08SS1rdo0bJ2+r6wwuboOB8SZVctXWQ0blUTZV0kOfzJODMuaWA0cFUxRU=9LSX4KiH0MB3xMR3xLiH7KzMuaWA0cFUxRU=9CPn7P18sbGUzYWIMPTMAYFQxOi=vKSEEKSL2KSMAKSjxKTIBOB8Ca10vcWQkbj0APzEjYGH9CPn7UWMkRlE1XT0DMS3vOB8Ub1UJXWYgSTP0OfzJOEMkXVwAcEcnZVMnTFEmYS5guqWZLcJyna77K0MkXVwAcEcnZVMnTFEmYS37TFkiQWgzOh4mZVX7K0AoXzU3cC3MBiwPZVMWZVQzZC3zKi=vLC=vLCvuTFkiU1kjcFf9CPn7TFkiRFUoY1gzOiPtLC=vLC=vOB8PZVMHYVkmZGP9CPn7T1kmalUjP18tcFU3cC37K0MoY14kYDMuamQkdGP9CPn7T1kmalEzcWIkUlErcVT9YlL0YVP1XibvNCf2YCXwYSQgMiAjXlH3L1T1LSbzX1L7K0MoY14gcGUxYUYgaGUkOfzJOEMoY14kYDwkalczZC3yLivuT1kmalUjSFUtY2QnOfzJOEMoY14gcGUxYT8xYFUxOiD7K0MoY14gcGUxYT8xYFUxOfzJOEYkbmMoa139UiftLh3vKiPwNBfyLr56JSvuUlUxb1kuai3MBiwIaVEmYTQCOkHvaDcOQFwnaGcCVDEPXzEAPTEAPTEAPT02PTEZYzEAaUEAPWoAPTDuczExPTEAbj02PWIZYzExaUEAbmoAPWHuczIVPTEBUj02PkYZYzIVaUEBUmoAPkXuczMAPTECPT02PzEZYzMAaUECPWoAPzDuczMwPTECbT02P2EZYzMwaUECbWoAP2DuczQVPTEDUj02QEYZYzQVaUEDUmoAQEXuczPuPTEDKz02QB8ZYzPuaUEDK2oAQB7udj0APTQMPT05STEZZj0AaUQMPWoDSTDudj0xPTQMbj05SWIZZj0xaUQMbmoDSWHudj4VPTQNUj05SkYZZj4VaUQNUmoDSkXudj8APTQOPT05SzEZZj8AaUQOPWoDSzDudj8wPTQObT05S2EZZj8waUQObWoDS2DudkAVPTQPUj05TEYZZkAVaUQPUmoDTEXudk=uPTQPKz05TB8ZZk=uaUQPK2oDTB7uLkkAPTcYPTzxVTEZaUkAaUcYPWoGVTDuLkkxPTcYbjzxVWIZaUkxaUcYbmoGVWHuLkoVPTcZUjzxVkYZaUoVaUcZUmoGVkXuLlEAPTcgPTzxXTEZaVEAaUcgPWoGXTDuLlEwPTcgbTzxXWEZaVEwaUcgbWoGXWDuLlIVPTchUjzxXkYZaVIVaUchUmoGXkXuLlHuPTchKzzxXh8ZaVHuaUchK2oGXh7uMVsAPToqPTz0ZzEZbFsAaUoqPWoJZzDuMVsxPToqbjz0Z2IZbFsxaUoqbmoJZ2HuMVwVPTorUjz0aEYZbFwVaUorUmoJaEXuMV0APTosPTz0aTEZbF0AaUosPWoJaTDuMV0wPTosbTz0aWEZbF0waUosbWoJaWDuMV4VPTotUjz0akYZbF4VaUotUmoJakXuMV3uPTotKzz0ah8ZbF3uaUotK2oJah7uNGcAPT02PTz3czEZb2cAaVM2PWoMczDuNGcxPT02bjz3c2IZb2cxaVM2bmoMc2HuNGgVPT03Ujz3dEYZb2gVaVM3UmoMdEXuNGkAPT04PTz3dTEZb2kAaVM4PWoMdTDuNGkwPT04bTz3dWEZb2kwaVM4bWoMdWDuNGoVPT05Ujz3dkYZb2oVaVM5UmoMdkXuNGnuPT05Kzz3dh8Zb2nuaVM5K2oMdh7uKygAPU=3PTzuNDEZcigAaVX3PWoPNDDuKygxPU=3bjzuNGIZcigxaVX3bmoPNGHuKykVPU=4UjzuNUYZcikVaVX4UmoPNUXuKxsAPU=qPTzuJzEZchsAaVXqPWoPJzDuKxswPU=qbTzuJ2EZchswaVXqbWoPJ2DuKx8VPU=uUjzuK0YZch8VaVXuUmoPK0XuKx7uPU=uKzzuKx8Zch7uaVXuK2oPKx7uczEAPTEAPTEAPTEAPTEAPTMHMTIAQTEATGcASDEAPTEAP0gARlMAPTEpKzEPXzoHQVk2az0GQDMBSWEXSVk2a1MORDUCSjstQVo3RTvwMicYZiEOblU3LScBYScXbiEiZ1YyVWMWUDsFS2EZQVg1LjQrXiIsPyk4ckkwQkTxXWMKXSkuZlI5aFIZVD0sREoibVUML2MwZkMJSVUjSlMLVDMvVWEWVmE4K1I5MSfwby=1VkMtVEoVLif4bEUVK0n1aUYUbVQsdjPqbz4yc0UxQy=4aBr3SDopPV0UXSkZUS=4bl0lTEcKMiD1bSIWPiYxUF4WRFQxQFkAU2UxUF3wMSYzYTD4L2fwTVIOLVwnZTcTTCIIb1IRLWDwXWPxPmAoJ2EVbGQga2EWc0ISNGggbEQ0alYhSlf0VWPwU1kGMDnqZ2=1NEcWblLxVmMsX0AhUSAiVVjqJ0cWKzslR0YwVjPxdicuXTorZmEZMSkpamghSVH2Rkc5R1zwVWMMZSHuMicHL1ElU2QwSiUYYFQOcjH1cl4VUFIZZ2P4Xl3wQSMCYUARc0YXUkYyZEbxU2gnMVfqUR8qQUgoKyITUUIMRUkgZGQIc2QlRzUpVEQ1cR8BYVcmQVw3bCUNdWQxT0QEaGotQjQLTT0CamgVaDzvJyQQQjcYVjfvUz8LXjQPbD4JVjrvXUI4Zl0mYmcWSDknTVc3c2ABLFMBLl3vdWMNb2AoYkQFajYNRmgCcx8payADTzcGSVclSDMQbSUMMFYqQSMoLDMJUSgXUzwqTkgZTVbwU2MnalkYUTsMaDEWUkENRGcWPjMVJxspdjgDLjcMTEEoZUkWQS=4PWcwbDQJLSIvY0A0UD8icF4IMTsRP2ERdFECQ0QDQjoIY0EgNDEKaDMFPx8WTzMwP2AVSVsQYGoBLWUWR1cCcyITT10NNDYgaEEkRjgZRzowRTMOLDYSdTgmc1XqdUUJTTL4XzswTR8UczkzJ0Ehazj1ZzLxKzYlbmApMh8ya2gZUWHydToIZzsvJ0gKSz7qZEkvbDIrdiAXdlkvMEIHTVYibSYhMjsvPVgXPl4YM0ULQSUJUzspXlgvYWQAYhsAaiARLDvvPTYJaD4HPjsRQ1QyYjDvSGEsT2kzU0cITFgGMVr3LGP1cScDTznySUI1YkIOXlQMZ2gBXiILUVowNDUTTUImcWExMEMMdFQNcFwBLGD2QmMXXWYrTVIAMDIjMGQxL2gMUTLuXWECXkELTiEXSz71YVYRUSQMVlkSXVMMUlwmYGQiUWT2PlksUDMsUDUAQ2MLS2HvR0IAJycBPyMzRlnxc1cpSkEIYVMyPWbzb1snSCAgSjQmcUoUSmcodiIua2AWZEo3bCADQEUsSSAySEAwMEjvZUH4RWgyUTMvbSbzSyEQXkoMMB8IJykDQB7zayQzYmkQcEMkPiIzZkcTdWQscCUkRkQjYSkTMTk2RzElUV8nTF8KQjczSV8mQkkEPz7xZDcNLjj0UWQkVjE4cFgST1koTTQMTTvvTGIXVWgBVFkxU1z3a1kRVjLvUCXyUyQLSj0tbRryPyMuZiUFZSEhclzvL0owS2UrPjMtdjHyaTgGaFj2TUoKPifqURr2Ymo3KzP1NF8PYWEjckgMPjU1ZjEzUzQIaEDqK2IyTEb0VCMuclLqYjsYT2oqYzoMXlkPKzIQUEYNRRsnTFY0USgHXiUUaj0HM2gQPlv3YTYvcGMNRzjzJ1oCQVIKZEIoS2X4TUgPakMMUmUNajsLXzgSbzkBRCgqZjwwZEMKczYUTjUzLFcFSjIIZTswVDIgaUkEMkjwTiMMQzk1ZWkqZEP4RjQXQUUwSD4IRUkQYWMFPzYYUyYBRTsHLFcuXzcSTkAGK2cZP1oKcmAwdDTzUjnvLiQERz0QKyMwTyk5TkI0URrqRVUXUDr3YGQ0ZzX1ZCcGQkj1dGAoMyUWY1gQTzESdlL0UFwmY0Q3LEoXLl8QdDQtSz0PLSQJVkEQPjUDTjoRZUkWTDsUZGEmRETwQjIxSUIqXVfwMjkYX0E1RmAGRmIwT2YUUj8RLjYvXiEgMF8GXUYqNTkLXUAual4QYF4FR1gTcWMjVWU4RkACQCkUZTYUTjQUaDM0UjoRbmQkRV8zaFgEZVgldVgZVmIDalcXVm=zLTwHY0IYPkUwXUMpUEcEdkEwPjQKNVkQc2MyREUQJ0kqQUUvRVk3ZWYuUkMSTkEKSz8AdjYESDoOLTQ3UGgTdF0SVUkz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OfzJOB8WTEMoT1kmalEzcWIkOfzJOB8oT1kmalEzcWIkOf//

信息化建设与管理处网站建设管理办法

第一条 为了规范信息化建设与管理处网站的建设与管理，更好地发挥网站在对外宣传、信息发布、服务师生等方面的作用，根据国家互联网有关法规和学校网站管理制度，结合单位实际，制定本办法。

第二条 网站管理机制 信息化建设与管理处网站属学校二级网站，信息化建设与管理处处长为网站第一责任人。各部门负责网站的信息收集。综合办公室负责信息发布以及其他信息材料的管理、录入与发布，负责网站版面设计、栏目设置、内容更新。数据管理办公室负责网站日常管理与维护。网络信息安全办公室负责网站整体安全，关注网站防病毒、防黑客攻击，保证网站的正常运行。

第三条 网站版面 根据信息化建设与管理处业务发展，网站主页原则上每学期进行一次审定或改版，改版内容包括页面的设计、颜色、栏目设置组合等。

第四条 栏目更新 行业动态、新闻公告、网络安全应及时更新，行业动态每周更新一次，新闻公告视时间发生具体情况及时更新，网络安全应紧跟热点变化和用户需求。

第五条 信息的搜集与发布 信息化建设与管理处各部门需指定部门宣传员，负责涉及本部门信息的收集、成文和提交工作，提交的相关内容由处级领导审查通过后，由综合办公室统一发布。

第六条 本办法由信息化建设与管理处综合办负责解释，自发布之日起施行。

签发人：薛 静 拟稿人：李 敏

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