

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DRAFT WEB POLICY

Policy

The World Wide Web Policy and Procedure is designed to provide consistent principles, standards and procedures for the Chabot-Las Positas Community College District for publishing information on district websites.

The district supports providing the academic community with the greatest possible freedom in publishing web pages in accordance with the District's mission. As activity on the web continues to grow, it is critical that the guidelines for creating and maintaining web pages and sites are followed. The Web Policy Principles, Standards and Procedures will be subject to periodic review and revision.

It is the policy of the Board that District websites must be published in accordance with State and Federal law, as well as the guidelines enumerated in Board Policy XXXX.X.

Web Policy Web Principles, Standards and Procedures

I. Introduction

The Chabot-Las Positas Community College District (CLPCCD) considers web pages an important tool to advance the mission of the District and Colleges in the areas of communication, information, and teaching and learning. Posting pages on District and College websites is a privilege extended to faculty, staff, authorized agents and students (under the guidance of a District employee) and is subject to District policies and procedures. Web pages on the District and College websites are authorized publications of the District and College, and as such, are expected to adhere to the standards and policies established for other District and College publications, including State and Federal laws such as copyright law, accessibility, privacy, offensive material and confidentiality of individuals.

A. Principles and Standards

1. Information posted on CLPCCD-authorized web servers is subject to State and Federal law and District policies, including copyrights, confidentiality, conflict of interest and privacy of information. (Refer to Board Policy 2311)
2. Information that references the identity, operations, departments or individuals of the District and/or Colleges, must have appropriate approval from the department or individual referenced.
3. Website Content Managers are responsible for maintaining the currency and accuracy of information on the site.
4. Content Managers will determine if the information they wish to publish already exists on authorized District or College web pages, and if so, will link to the existing information or provide appropriate citation to ensure accuracy and consistency of information.
5. District and College web pages or sites must conform to all appropriate District and College Web Style Guides.
6. Navigation links, email links, links to other media, and links to other websites must be active and correct.
7. Authorized District websites and materials must be accessible to persons with disabilities in accordance with Section 504 and Section 508 of the Rehabilitation Act and the Americans with Disabilities Act.
8. Use of District computer resources for personal gain, profit, or commercial purposes is prohibited. Prohibited activities include, but are not limited to: consulting for profit, typing services for profit, maintaining commercial business records, developing software for sale, except as permitted in Board Policy pertaining to intellectual property rights, and any activity which is not District business or a professional activity related to the employee's job function.
9. At any given time, if any web pages or sites do not comply to the principles and standards set above, and Board Policy 2311, they will be subject to modification or deletion by District Information Technology Systems (ITS) administration and designated staff.

II. Definitions

A. Roles & Responsibilities

1. District Information Technology Systems (ITS) Administration (Chancellor, Chief Technology Officer, Deans of Technology, Webmasters and designated staff).
2. Webmaster – System Administrator, assigns access, performs back ups, maintains software and hardware. Designs the look and structure of menu system, flow of information and presentation, and hierarchy of information.
3. Content Manager – Individuals responsible for the specific content of the site/page consistent with the management protocols for the District and Colleges. Review within organizational structure of District and Colleges.

B. Authorized Web Servers

1. CLPCCD-authorized web servers are owned and operated by the CLPCCD, and/or it's authorized agents.
 - a. Faculty instructional web pages hosted on unauthorized web servers must comply with Board Policy and Procedure XXXX.X.

C. Authorized Websites

Authorized websites are those that have attained authorization in accordance with established procedures stated in (II)(C)(2)(a). These websites include, but are not limited to, instructional sites, informational sites, and completely web-based courses.

1. Only authorized individuals (Content Managers) may create authorized web pages and sites and are responsible for keeping the information accurate and current.
2. All authorized websites and pages will contain an official designation on the home page as follows:
Copyright CLPCCD (date).
3. All home pages must have a link back to the respective college/district home page.
4. The homepage of each website must contain a link to the following disclaimer:

CLPCCD attempts to maintain the highest accuracy of content on its websites. Any errors or omissions should be reported for investigation.

CLPCCD makes no claims, promises, or guarantees about the absolute accuracy, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed, or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose, and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the CLPCCD or its employees or agents.

This website has links to sites which might be useful to the public and which may provide other services or information. When the user links to another website which is not an authorized CLPCCD website, the user is no longer on a CLPCCD website. The CLPCCD disclaims any responsibility or liability for the services or information provided on other websites.

D. Establishing Authorized Websites/Pages

1. Server Access

- a. Access to the District and College web servers will be given to authorized employees, agents, and registered students. Students given access are required to work under the supervision of a CLPCCD employee.
- b. The District and Colleges will establish and implement procedures for server access.

2. Authorization

- a. Authority to establish and maintain authorized websites or pages on CLPCCD-authorized web servers will be granted in accordance with the procedures established by the District and Colleges.
- b. The District ITS administration and designated staff are responsible for administering these principles and standards. They will address priorities and issues, as well as review the principles as new technologies arise.
- c. All web pages hosted on CLPCCD-authorized web servers are subject to review for adherence to District policies, procedures and relevant State and Federal Laws as stated herein.

References:

Accessibility Guidelines: District ITS Administration

Board Policy 2311

Copyright Laws: TBA

Privacy of Information: District ITS Administration

Publications Standards: District Public Information Office

Web Style Guides: District and Colleges

Section 508 of the Rehabilitation Act: <http://www.usdoj.gov/crt/508/508law.html>

Office of Primary Responsibility: District ITS Administration