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## **District Web Committee Final Draft**

### **Web Policy Administrative Rules 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 Web sites is an opportunity available 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 Web sites are considered to be 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 Federal and State laws such as copyright law, accessibility, privacy, offensive material and confidentiality of individuals.

#### **II. Definitions**

##### **A. Roles & Responsibilities**

- i. District and College Information Technology Services (ITS) administration - Chief Technology Officer, Deans of Technology, and designated staff. Responsible for District and College information systems.
- ii. Webmaster – Assigns access to Web servers, designs the visual presentation, structure of navigational system, and organization of information.
- iii. Institutional Web Content Coordinator – Authorized CLPCCD employee, agent and/or registered student under the supervision of a CLPCCD employee. Responsible for creating and maintaining authorized, institutionally-based Web sites where the majority of the content is institutionally based (such as college programs and services). Coordinates with Web Site Maintainers (if established) of their Web sites within the same institutional area of the District or College.
- iv. Instructional Web Developer – Authorized CLPCCD employee, agent and/or registered student under the supervision of a CLPCCD employee. Responsible for creating and maintaining authorized, instructionally-based Web sites where the majority of the content is instructionally based (such as course syllabi and class

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assignments). Coordinates with Web Site Maintainers (if established) of their Web sites within the same instructional area of the District or College.

- v. Web Site Maintainer – Authorized CLPCCD employee, agent and/or registered student under the supervision of a CLPCCD employee. Assists an Institutional Web Content Coordinator or Instructional Web Developer with creation and maintenance of their authorized Web site.
- vi. The persons fulfilling the roles, as stated above, are encouraged to collaborate their efforts to ensure the rules and procedures, as defined in this document, are accomplished.

### **B. Web Servers**

- i. CLPCCD-authorized Web servers are owned and operated by the CLPCCD, and/or its authorized agents.
- ii. Off-campus external Web servers are those that are not owned and operated by the CLPCCD, and/or its authorized agents are maintained by faculty and staff providing instructionally-based information (such as course syllabi and class assignments) or institutionally-based information (such as college programs and services).

### **C. Web Sites**

- i. Authorized Web sites are those that have attained authorization in accordance with established procedures stated in (III)(B)(i). These sites support institutionally-based information (such as college programs and services) and instructionally-based information (such as course syllabi and class assignments).
- ii. Off campus, institutionally-based Web sites are those that are not owned or operated by the CLPCCD and yet support institutionally-based information.
- iii. Off campus, instructionally-based Web sites are those that are not owned or operated by the CLPCCD and yet support instructionally-based information.

### **D. Home Page**

A home page is a single page introducing an area of the District or College that provides links to other pages providing more detailed information about the area.

- i. All authorized Web sites and pages will contain one of the three following official designations on the respective home pages: Copyright (year) CLPCCD; Copyright (year) Chabot College; Copyright (year) Las Positas College.

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- ii. All home pages of each Web site must have a link back to the respective District or College home page.

### **E. Disclaimer**

- i. The home page of each Web site must contain a link to the following disclaimer:

*CLPCCD attempts to maintain the highest accuracy of content on its Web sites. 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 Web site and expressly disclaims liability for errors and omissions in the contents of this Web site. 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 Web site or its hyperlinks to other Internet resources. Reference in this Web site 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 Web site has links to sites that may be useful to the public and that may provide other services or information. When the user links to another Web site, which is not an authorized CLPCCD Web site, the user is no longer on a CLPCCD Web site. The CLPCCD disclaims any responsibility or liability for the services or information provided on non CLPCCD Web sites.*

### **III. Establishing Authorized Web Sites/Pages**

#### **A. Server Access**

- i. Access to CLPCCD-authorized 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.

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- ii. The District and Colleges will establish and implement procedures for server access.

### **B. Authorization**

- i. Under the principle of academic freedom, authority to establish and maintain authorized Web sites on CLPCCD-authorized Web servers will be granted in accordance with the procedures established by the District and Colleges.
- ii. The District and College ITS administration and designated staff are responsible for administering these principles and standards. They will address issues as well as review the principles as new technologies arise.
- iii. Only authorized individuals (Institutional Web Content Coordinators, Instructional Web Developers and Web Site Maintainers) may create authorized Web sites.

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## IV. Principles and Standards

- A. Information posted on CLPCCD-authorized Web servers is subject to Federal and State law and District policies, including copyrights, confidentiality, conflict of interest and privacy of information (Refer to CLPCCD Board Policy 2311).
- B. 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.
- C. When established, Institutional Web Content Coordinators, Instructional Web Developers and Web Site Maintainers are responsible for maintaining the currency and accuracy of information on their Web sites.
- D. Institutional Web Content Coordinators, Instructional Web Developers and Web Site Maintainers should determine if the information they wish to publish already exists on a District or College authorized Web site, and if so, will link to the existing information or provide appropriate citation to ensure accuracy and consistency of information.
- E. District and College authorized Web sites should conform to all appropriate District and College Web Style Guides.
- F. Navigation links, email links, links to other media, and links to other Web sites must be functional and contextually correct. For example, a link to a document must not be broken and must accurately describe the document that will be accessed when the link is selected or “clicked”.
- G. Authorized Web sites and electronic 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.
- H. Use of District computer resources for personal gain, profit, or commercial purposes is prohibited. Prohibited activities include, but are not limited to, the following examples: 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; any activity, which is not District business, or a professional activity related to the employee's job function. (Refer to CLPCCD Board Policy 2311).
- I. Off campus, institutionally-based Web sites must be migrated to a CLPCCD-authorized Web server. A migration plan will be developed in consultation with the Institutional Web Content Coordinator, ITS, Webmaster, and area supervisor.

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- J. Off campus, instructionally-based Web sites will be required to comply with the principles and standards as stated herein. Instructional Web Developers will be encouraged to migrate their Web sites to a CLPCCD-authorized Web server.
- K. Any Web pages or sites hosted on CLPCCD authorized Web servers that do not comply to the Principles and Standards set above, and Board Policy 2311, will be subject to the Compliance guidelines set forth in Section V.

### **V. Compliance**

- A. All authorized Web sites are subject to review for compliance with District policies, procedures, Principles and Standards as defined in Section IV, and relevant Federal and State Laws as stated herein.
- B. If issue(s) of non-compliance are discovered, then the following course of action will be taken between the people fulfilling the roles and responsibilities as defined in section (II)(A):
  - i The person(s) responsible for maintaining the CLPCCD authorized Web site as defined in section (II)(A) will be notified by District and College ITS administration of the issue(s) of non-compliance with their Web pages and/or sites and that the issue(s) need to be corrected in a timely manner.
  - ii If the issue(s) of non-compliance have not been corrected in a timely manner, then District and College ITS administration will initiate the Process for Review and Remediation of Web Non-compliance. This process will include the persons responsible for maintaining the Web page and/or site as defined in section (II)(A) and will include the following criteria:
    - a Written documentation and communication of the issue(s).
    - b An outline of specific actions to be taken for remediation of the issue(s).
    - c Agreed upon timeline and deadline for remediation of the issue(s).
  - iii If the issue(s) of non-compliance have not been corrected by the agreed-upon deadline set within the Process for Review and Remediation of Web Non-compliance, then District and College ITS administration may temporarily suspend access to the non-compliant Web pages and/or sites and/or temporarily remove the Web pages and/or sites from the CLPCCD-authorized Web server until compliance has been achieved.

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## References:

Accessibility Guidelines: District and College ITS administration

Board Policy 2311

Copyright Laws: Board Policy XXXX.X - TBA

Privacy of Information: District and College 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>