

POLICY

The purpose of the Ocean County College web site and its attendant web pages is to enhance the educational mission of the College. Some elements of the web site are available to the community at large while others are restricted to certain segments of the campus community.

The contents of all pages on the college web site must comply with local, state, and federal law, college policies, and web standards identified in the Web Standards Manual. All linked pages must also comply with state and college regulations and be directly related to college business or college courses. All statements contained within the web pages must be consistent with the college culture statements. All pages on the College web site, including links to external sites, are subject to review and approval by the College. The College retains the right to remove any material that it deems inappropriate or in violation of statute, regulation, or standards.

College employees or groups wishing to edit or create a web page(s) on the college web site must apply through their immediate supervisor to the appropriate Vice President.

PROCEDURE

A. Web Page Editors

1. Only approved Web Page Editors may create or alter web pages on the college web site.
2. Web Page Editors are designated by the area Vice President and have editorial access only to their designated page(s).
3. All Web Page Editors will complete appropriate training before beginning work on any college web site page(s).
4. Web Page Editors must secure appropriate copyright permissions and model releases to publish any copyrighted work and retain current records of such permissions, subject to review by the college.
5. All computers and services connected through the Ocean County College network infrastructure must comply with technical requirements set by the Information Technology office. Web Page Editors working from home should first download appropriate anti-virus software from the college portal.
6. The sharing of user ID, password, and system access by Web Page Editors is prohibited.
7. Ocean County College disclaims liability for loss of data and services resulting from user error or technological/natural failures. Web Page Editors should maintain back up copies of all materials in the event of such occurrences.

B. General Requirements

1. Web pages and links that do not abide by college policy, procedure, or the Web Standards Manual are subject to removal from the college's web servers.
2. The college will determine priority for web pages.
3. All college web site pages, available to the community at large, will use templates that follow the design of the web site, using the college's content management system.