Web Policy

The Rose State College web site will provide easy access of college-related information to faculty, staff, students, and the general community from both on- and off-campus on a 24-hour basis.

Any division, department, or college-recognized student organization may request that their web pages be mounted on the college server. Faculty and staff who have a college-related purpose to publish information on the Internet will also be provided space.

Procedure for Obtaining Web Space

Student organizations wishing to develop a site may request space on the server through their faculty sponsor. College personnel may request space on the web server through the web coordinator for their department or division. A list of web coordinators may be found on the internal web.

Page Content And Maintenance

College web pages will fall into one of three categories:

- Faculty Web Pages
- Student Organization Web Pages
- Official Pages (all those that do not fall into any of the above categories)

The division deans and department directors will assign an individual(s) to be web coordinator for their respective areas. The web coordinators will be responsible for reviewing web pages to ensure they meet policy and for maintaining appropriate official pages on the College web site. ITS will maintain a list of all web coordinators. ITS staff will maintain web content for those offices that are unable to maintain their own content due to staff size. Student Organization web pages must be reviewed by the Director of Student Activities or his/her designee. Web pages will be reviewed on a quarterly basis by the web coordinator for current content. Web pages that are not kept current will be removed from the web.

All Official Pages and Student Organization Pages will utilize a common template(s) approved by the Computer Services and Technology Steering Committee.

All Faculty Web Pages must include:

- The date that the site was last modified
- An e-mail link to the person responsible for the site

This document is reviewed annually. Last review date is DEC 2014
A link back to the RSC Home Page and to the Disclaimer

All pages must comply with at least Priority 1 checkpoints for accessibility as specified in the W3C Accessibility Guidelines. (The Bobby Accessibility Tool will analyze a page and provide feedback for complying with the W3C guidelines.) In addition to making our pages more accessible to those with visual impairments, complying with these checkpoints also make the pages more readable for everyone.

For security reasons, Common Gateway Interface (CGI) scripts are not permitted. (CGI scripts are often used to process Web-based forms or perform other tasks based on the actions of someone viewing a Web page.)

Java applets, small self-contained programs included within a Web page, are allowed. However, the applets must be version 1.02 compliant or Sun plug-ins may be used.

When at all possible, link to existing "official" documents instead of creating separate instances. For example, link to the "official" program sheets and course information pages instead of creating different versions.

The webmaster will, periodically, generate a report of all broken links on the college web site. Each person responsible for web content should examine this report and mend broken links on the pages for which he or she is responsible.

**Legal Issues**

There are some restrictions on the kinds of materials that can be published on the college network. The policy is as liberal as possible, but state and federal laws do necessitate some restrictions. If these policies are too restrictive, individuals are welcome to employ a commercial access provider.

For-profit activities may not be conducted on or through the campus network.

Generally, laws that apply to the printed word apply in the electronic medium as well. These laws include restrictions on libel, slander, threats of bodily harm, and pornography. A networked server is like a printing press, and it should be treated as such. If the material cannot be printed in a newspaper, it cannot be placed on the Web.

Use of copyrighted materials is a sensitive issue in the field of education. Educators and students are granted a certain latitude when pursuing a non-profit, educational goal. Copying a couple pages from an article and passing those out to students in a closed classroom, however, is entirely different from making those same pages available over the open Internet for all the world to see. When using copyrighted materials, it is always best to obtain permission from the owner of the copyright. For more information concerning use of copyrighted materials, consult the FITT Materials Copyright Page.

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To protect individual privacy rights, none of the pages on the RSC public Internet site will contain pictures that specifically identify individuals without the prior consent of those individuals.

Materials that are deemed by the college administration to be illegal, offensive, or otherwise in violation of this policy, will be removed from the college server. If the webmaster receives a complaint that a set of documents is in violation, the person responsible for the pages will be notified, and public access to those documents may be blocked until the appropriate administrative officials can review the materials in question.

Questions about copyright, libel, liability, privacy, and other legal matters should be directed to the RSC Copyright Officer or the appropriate vice president.