



<b>Policy:</b>	<b>O-1.6</b>
<b>Approved By:</b>	<b>College Executive Team</b>
<b>Approval Date:</b>	<b>December 14, 2005</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration</b>

## **WEB MANAGEMENT**

### **Purpose / Rationale**

The Camosun College web site is a vital face to our public and a major gateway to Camosun's programs, services, people and events. Acknowledging the College's web site's prominent and interactive role in promotion of the College, communications and service delivery, and the teaching and learning process, the College recognizes the need for a high quality web site that effectively serves the needs of all our communities.

The purpose of this policy is to manage and guide activities associated with the website and to determine its strategic direction, standards of quality, management controls, and conditions for use.

### **Scope / Limits**

This policy applies to all members of the College community or any person(s) engaged in web activities that connect to the College's website in any capacity.

### **Principles**

1. The College is committed to establishing a high quality web site. All web pages hosted by the College's website will support the College's mission and values; the positive reputation and image of the College; the teaching and learning environment; communication; interactivity; and the effective provision of services.
2. All web pages linked from the Camosun College Website are linked by permission of the College and may be removed at any time.
3. The College reserves the right to establish, monitor, and require compliance with appropriate standards and controls for all web pages located on, hosted by, or linked to the College's website.
4. No websites may be used for personal gain or non-Camosun business/commercial purposes. (See link to the *Standards of Conduct* policy below.)
5. All individuals publishing, using, or linking to the College's website are responsible for adhering with this policy and any standards established related to the websites.
6. Web pages are deemed official records whenever the web version is announced as the official version (See link to the *Record Retention Policy* below.)
7. The College will establish responsibilities for the oversight of the web. (See Section B below.)

## **A. DEFINITIONS**

### **Web Site**

A collection of interlinked web pages, including a home page.

### **Web Page**

The electronic equivalent of a printed publication. Any single page of information within a web site displayed with a web browser and related web technologies.

### **Hosted Websites**

Any web page or web site established by the College for the purpose of conducting College business.

### **Linked Websites**

Any web page or web site that is linked to the College website.

## **B. RESPONSIBILITIES**

Web management responsibilities will be appropriately allocated to the Web Governance Committee, College & Community Relations, Student Services, Information and Technology Services, Distributed Education, and to the individual(s) publishing on or using the College's web site.

### **1. Web Governance Committee**

The Web Governance Committee is responsible for general oversight of the Camosun College website. This body is established by and responsible to Senior Management for implementation of this policy.

- a) The Committee is composed of senior representatives of College & Community Relations, Student Services, Information and Technology Services, a senior representative for the Schools, a representative of Distance Education, and others as appropriate.
- b) The role of this committee will include
  - i. general oversight of the Camosun College Website and the web policy; and
  - ii. the establishment of standards and protocols to guide website activity and providing these to senior management.

### **2. College and Community Relations**

College and Community Relations is responsible for overseeing the design, look and marketing aspects, as well as the general content of the website, and ensuring that it appropriately represents the public face of Camosun College.

### **3. Student Services**

Student Services is responsible for the accuracy of content of approved curriculum and programs.

#### **4. Information and Technology Services**

Information and Technology Services is responsible for the provision and maintenance of appropriate technology platforms, the development and maintenance of suitable web page technology and design guidelines (eg., templates) and consultation with all other roles that will lead to effective use of current platforms.

#### **5. Distributed Education**

Distributed Education is responsible for the provision and support of faculty websites, the development of faculty course templates, and researching, piloting, and supporting appropriate online learning applications.

#### **6. The Individual**

All individuals publishing or using the Camosun College Web site are responsible for

- a) adhering to the Camosun College Web policy;
- b) ensuring that publications meet the standards and protocols established by the Web Governance Committee;
- c) complying with copyright regulations, all local, provincial, and federal laws, licensing and software agreements; and
- d) seeking advice from the Web Governance Committee when clarification is required.

### **C. LINKS TO RELATED POLICIES**

[G-2.3 Corporate Relations](#)

[E-3.4 Copyright](#)

[O-1.2 Systems and Network Administration](#)

[O-5.11 Standards of Conduct](#)

[O-6.1 Freedom of Information and Protection of Privacy](#)

[O-6.2 Record Retention](#)