

Northeast Mississippi Community College

Web Page Procedures and Guidelines

Web Committee

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NORTHEAST MISSISSIPPI COMMUNITY COLLEGE WEB PAGE GUIDELINES

INTRODUCTION

The quality of information published by Northeast Mississippi Community College plays an important role in maintaining a strong reputation and image. This policy sets minimum standards that are meant to ensure that information published electronically is visually appealing and well written and follows the same high standards as other forms of published information.

Northeast Mississippi Community College recognizes that electronic publication technology is evolving rapidly and these guidelines are expected to evolve along with it. These guidelines will be reviewed as needed by the Web Page Committee.

Northeast Mississippi Community College documents on the World Wide Web are official communication and are electronic publications. Electronic publications are subject to the same policies, copyright laws, and standards as print publications.

The Web Page Guidelines are designed to provide guidance for the official Northeast Mississippi Community College web page, college departmental web pages, and other related web pages.

Northeast's web site is developed and maintained by the Webmaster within the Office of Public Information. Content of the Northeast Mississippi Community College site is maintained by many departments and users, and strives to provide current and accurate information to site visitors. The Northeast server, the college Web site and the World Wide Web are constantly evolving. The college cannot guarantee the availability, currency or accuracy of documents accessed through the Northeast Mississippi Community College server. However, if misleading, inappropriate or incorrect information is found on the college site, the originating department or the Webmaster should be contacted. Every effort will be made to correct or delete the information as quickly as possible.

Northeast Mississippi Community College Internet Disclaimer

Northeast Mississippi Community College is not responsible for any information or material located at other sites. Once users leave the Northeast site the college cannot control the information they access.

The following guidelines are organized to define the College Page, Department Pages, and Personal Pages.

COLLEGE WEB PAGE

The Webmaster maintains the Northeast Mississippi Community College Web Page. In order to maximize the currency and completeness of the information presented on the college's web page, many people are permitted to access and alter various portions of the information presented by this web page. Efforts must be maintained to ensure currency, accuracy and quality of information stored on the Northeast Mississippi Community College Web Page.

Inaccurate, misleading, or otherwise inappropriate information on the Northeast web page should be brought to the attention of the campus Webmaster (webmaster@necc.cc.ms.us). Reasonable efforts will be made to correct or remove the information in question.

PURPOSE:

The purpose of the Northeast College Web Page is to introduce the college to prospective students, alumni, and others outside of the campus, while also providing useful and timely information to current students, faculty and staff.

GUIDELINES:

- The campus Webmaster maintains information on the College Web Page. All requests to have information added to the College Web Page should be addressed to the Webmaster only after approval has been obtained from the appropriate college departmental vice president.
- Web pages may be reviewed and changes requested by the college's Web Committee, department/division head, or college administration.
- All information on the Northeast Web Page must conform to applicable federal and state laws and Northeast Mississippi Community College policies, procedures, guidelines, and standards.
- The use of the Northeast Web Page or any related page for personal profit or personal business is **PROHIBITED**.
- All external links to the College Web Page must be established by the campus Webmaster. The process for establishing official links to the College Web Page is set forth in the Guidelines for Departmental Web Page.
- The College Web Page site should include a website map of all information available, as well as, external linked sites.

DEPARTMENT WEB PAGES

The quality of all information published by Northeast Mississippi Community College plays an important role in maintaining the strong reputation and image of the college. All pages, including department home pages, are official publications of the college. Therefore, these pages should promote and represent the college, its programs and its employees in a professional, informative and positive light. They are also required to carry out official college business in support of the college mission.

These guidelines set minimum standards that are meant to ensure that information published electronically follows the same high standards as other forms of published information on campus. The following guidelines may change as technology and the college change. It is the responsibility of all Northeast employees to ensure that the site promotes a quality image of Northeast Mississippi Community College and that all Web page guidelines are followed.

Northeast Mississippi Community College wishes to encourage and promote academic freedom among all faculty. These guidelines are established to provide guidance for web pages that are linked to the college's main web page and to encourage use within the college policy on academic freedom.

All World Wide Web pages at Northeast Mississippi Community College must conform to applicable federal and state laws and to college policies and standards.

It is the intention of Northeast Mississippi Community College that all web pages be constructed in such a manner as to enable persons with disabilities to obtain essential information on the page.

All World Wide Web pages at Northeast Mississippi Community College created after the adoption of this policy must conform to the policy immediately. Any pages created prior to the adoption of this policy must be in compliance with the policy by November 1, 2001.

GUIDELINES:

- All persons creating department home pages must have signed to acknowledge receipt of the college's *Internet Acceptable Use Policy* statement and completed the *Request for Official Department/Program Home Page* standardized form.
- The department/division head for the respective department must approve **all** departmental and employee web pages. Each department/division head has responsibility for the departmental and/or employee web pages for their respective departments/personnel. Department/division head has the authority to refuse authorization of a web page link.

- When a supervisor concludes that the content of a web page is objectionable, the material will be removed from the web site or the external link for the site will be removed from the college's web page.
- A web page creator may request appeal of this decision. Appeal must be in writing and sent to either the next level of administration above the department/division head or to the Web Appeal Committee composed of the Director of Public Information, one member of the instructional staff, and one member of the Web Committee. This Web Appeal Committee will meet only when needed to hear appeals.
- Web pages may be reviewed and changes requested by the college's Web Committee, department/division head, or college administration.
- Web pages are considered official college publications.
- Department home pages should include links to other pages providing information about the specific program or department. Some examples of information are:
 - General Information – department name and information
 - Contact Information – include phone numbers, fax numbers, email address, etc.
 - Welcome message
 - Links to other departments on campus – Application for Admissions, Catalog, Schedule, etc.
 - Staff directory
 - Frequently Asked Questions
- Information about admissions, financial aid, scholarships and other general college areas is available on the college's site, as is the Application for Admissions. Departmental web pages should not duplicate this information. Creators should add links to these core areas on their respective pages.
- The college logo is required to be on the introductory page of all department and program home pages. The logo resides on the web server's root directory and may be linked to the introductory page.
- All information on department pages must be active. No "under construction" information, links or icons will be allowed.
- Department pages should be relatively small and easily accessible.
 - Three or four pages are an acceptable standard.
 - Large graphics, backgrounds, imagemaps, and other features that degrade speed without adding content are discouraged.

- Large files, or files with unusual formats should be accessed through links that specify their size and format.
 - Links to related off-campus resources should be clearly distinguished from links to campus pages and resources.
- Copyright laws apply to all electronic publishing, as well as, print publishing. Northeast Mississippi Community College web page creators **must** have permission to publish text, photographs or graphics if they are not the creator or author.
 - Use of the departmental web page for personal profit or personal business is **PROHIBITED**.
 - Links to such sites as personal businesses and other sites not dealing with the department's area are prohibited.

Department Responsibility:

All creators of departmental web pages agree to

- Follow normal standards of ethics and polite conduct in the use of the computing resources (including consideration for other users and efficient use of the computing resources of the college)
- Refrain from making, distributing or using illegal copies of licensed software
- Refrain from using college computers and college computer resources for monetary gain or for business activities of groups or organizations. Commercial use of Northeast Mississippi Community College resources is specifically prohibited.

Departments that create their own pages are responsible for creating and maintaining their respective pages. Page creators will keep all information current, and pages must be updated on at least a monthly basis.

College Responsibility

The Northeast Webmaster in conjunction with the college Computer Center will manage the hardware resources and technical issues, such as server space, folders, accounts and system configuration. The Webmaster and/or the Computer Center is responsible for the following services:

- Maintaining a central web server for the Northeast Mississippi Community College home page and for pages of other Northeast units
- Maintaining official Northeast home page at www.necc.cc.ms.us
- Providing access by designated managers of official departmental web pages to appropriate directories, so that the manager may update and revise the respective pages

- The Webmaster, Public Information, and/or Computer Center are not responsible for preparing Web pages on behalf of any other unit or department at Northeast
- Departments should request folders and server space from the campus Webmaster for linkage to the official Northeast web site only after their respective web page has received approval from their department/division head.
- Northeast servers are defined as all computer servers and other computer equipment, which can be utilized as a server, that is owned by Northeast Mississippi Community College, was purchased for the use of Northeast, regardless of original funding source, and/or leased by the college.

DISCLAIMERS

Northeast Mississippi Community College Internet Disclaimer

Northeast Mississippi Community College is not responsible for any information or material located at other sites. Once users leave the Northeast site the college cannot control the information they access.

External Hyperlinks

All links to non-Northeast sites will contain the following notification to alert the user that they are leaving the Northeast Mississippi Community College web site and that the college has no control over the information to which the user is linking.

NOTICE: You are leaving the Northeast Mississippi Community College Web Site. The site you are opening is a private web site and is not maintained by Northeast Mississippi Community College and Northeast Mississippi Community College can not be held responsible for the information that may be contained within this site.

Content of the Northeast Mississippi Community College site is maintained by many departments and users, and strives to provide current and accurate information to site visitors. The Northeast server, the college Web site and the World Wide Web are constantly evolving. The college cannot guarantee the availability, currency or accuracy of documents accessed through the Northeast Mississippi Community College server. However, if misleading, inappropriate or incorrect information is found on the college site, the originating department or the campus Webmaster should be contacted. Every effort will be made to correct or delete the information as quickly as possible.

Any question about the Northeast Mississippi Community College site should be addressed to:

*Northeast Mississippi Community College
Webmaster
Cunningham Blvd.
Booneville, MS 38829
Telephone: (662) 720-7300*

webmaster@neec.cc.ms.us

PERSONAL WEB PAGE

Personal web pages designed for communication with students, instruction, or other official college purposes may be established by employees of Northeast Mississippi Community College. All personal web pages must follow the same guidelines and approvals as departmental web pages. Refer to the "Department Web Page" guidelines for information on establishing a departmental web page.

All links from the personal instructional web page to any other personal site, business venture site, public site, or other non-Northeast web site must contain notification to alert the user that they are leaving the Northeast Mississippi Community College web site. Refer to the "Department Web Page" guidelines for an example of this notification.

The Northeast Mississippi Community College Campus Pipeline is also available for communicating with students and others related to the campus.

Northeast Mississippi Community College Request for Official Department/Program Home Page

To request a link to the official Northeast College Web Page forward this completed form to the campus Webmaster. All information must be complete and all approvals must be obtained before the requested link will be considered.

Date: _____ Department: _____

Name: _____ Program: _____

Title of Web Page: _____

Purpose and General Contents of Page(s):

Name of primary person creating web page: _____

User ID of primary person: _____

Name of primary person who will maintain web page: _____

It is requested that the file _____
on the attached disk or at the following location _____
be linked to the Northeast Mississippi Community College home page. This file
will be linked to: necc.cc.ms.us/_____. *(address must be
approved by the campus webmaster and/or computer center)*

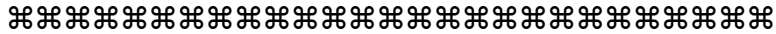
Should access to this page be limited to certain users (students, employees, etc.)
Please list: _____

If you plan to use pictures, video files, sound clips or other supporting materials,
describe them and indicate the size of the files below:

CERTIFICATION:

I certify that I have received a copy of the Northeast Mississippi Community College "Web Page Procedures and Guidelines." Further I agree to follow these guidelines in the content of my web page and strive to keep it free of errors, maintain active links and assure that all required approvals have been obtained:

Signature: _____ Date: _____



APPROVAL:

All department/program and personal web pages must have approvals as outlined in the "Web Page Procedures and Guidelines" before being submitted to the Webmaster.

Division Head/Department Director _____

Date _____

and/or

Divisional Vice President (when applicable) _____

Date _____

For Webmaster Use Only:

Date Request Received: _____ Received by: _____

Action Taken on Request: _____

Request Completed: _____ (Signature) _____ (Date)

Notification of Completion Sent:

To: _____ Date: _____

Sent By: _____