Category: Operations

Policy Title: GCCC Web Page

Policy Statement:

Divisions and Departments are responsible for creating and publishing their own web pages. The GCCC home page and pages on the second layer of the website are the shared responsibility of the Technology Department and Public Relations and Marketing Department.

Procedures:

GUIDELINES

1.   Any web page which represents itself in any way as an official GCCC web page must comply with GCCC web page policies and guidelines. Pages not meeting policies and guidelines will be removed and the publisher notified. Publishers must update page content to be in compliance with GCCC policy in order to have links to their pages reactivated.

2.   The Director of IT and Director of Marketing and Public Relations may at their discretion remove inappropriate information contained within the GCCC website.

3.   No copyrighted material of any kind may be used without the copyright holder's written permission being placed on file with the Director of IT.

4.   Directors should review any web pages that pertain to their department(s) before publication.

5.   Directors will be responsible for all content and are responsible for any errors or misleading/incorrect information displayed on their department web pages.

6.   All web pages developed and published by divisions and departments must use the GCCC template.

7.   GCCC pages hosted on servers outside the GCCC Local Area Network must use the GCCC template.

8.   Web pages that have not been updated annually by July 1 are subject to expiration and removal from the site unless specifically requested by the appropriate Director/Administrator.

Contacts: Director of IT

Approved Date: 10/1/2016

Policy History: 5/13/06

Keywords: web, publishing

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