

# LAVC WEB SITE USE POLICY

## **Purpose of the College Web Site**

The Los Angeles Valley College Web Site serves as an official source of information about the college. Similar to the college catalog, class schedules, brochures and other college publications, the Web Site represents the College to its students, faculty, staff and the community at large. The nature of the Web Site encourages the College's employees to present to the public a wide range of information related to the mission, vision and goals of the college.

While the College's instructional program, its operations and its governance functions are well served by the flexibility and limitless nature of the Web Site, this policy will provide guidelines, which will best serve the College population.

## **Web Site Posting and Web Designer Function**

The college has a designated Web Designer who maintains the College Web site. In this capacity, the Web Designer, serving under the supervision of the Manager, Public Relations, is responsible for posting information (which may include: text, image, graphic, video and sound media) that clearly relates to the college and its mission.

The Web Designer assures that all Web Site information meets the following parameters:

- It relates directly to the mission, vision and goals of Los Angeles Valley College.
- It is timely.
- It is provided to the Web Designer by the appropriate entity at the college.
- It is free from any commercial elements that lead to personal financial gain.
- It does not feature commercial advertisements. This includes not posting links or logos on Web Sites in exchange for donated items or services.
- It is Section 508 compliant

Other individuals who have been given access to make changes to College Web pages must also comply with the above noted parameters. Those individuals should also notify the Web Designer and/or Manager, Public Relations of any updates and changes they make to the college Web Site.

## **Page Authors**

As evidence of its commitment to academic freedom as expressed in the college catalog and the Los Angeles College Faculty Guild/LACCD bargaining agreement, the College encourages all faculty and staff to use the Web Site as a vehicle to share information about the college, its programs and services. A web page author may request that the Web Designer post or link his or her page to the College Web Site.

## **Web Site Users**

The College, as a publicly funded entity, makes every effort to assure its Web Site users that all postings on the site are accurate and timely and free from any commercial content. The college reserves the right to correct, change or remove any information from the Web Site at any time.

## **508 Compliance**

All LAVC web pages must comply with standards set forth in Section 508 of the Rehabilitation Act ( <http://www.access-board.gov/508.htm> ). Pages created by the LAVC Web Designer, or created by faculty/staff with the use of the Omniupdate CMS tool, will be reviewed and updated for 508 Compliance by the LAVC Web Designer.

Web pages created by designers other than the LAVC Web Designer must be reviewed and updated to comply with 508 standards by that designer before they are given to the LAVC Web designer to be posted on the LAVC Web Server.

***Adopted by the College Council February 3, 2010***