

**CLAREMONT McKENNA COLLEGE**  
**Policy Library**

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**Volume X:** Information Technology Services  
**Chapter Web:** Web Policy  
**Approved by:** Committee on Academic Computing (CAC)  
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**Additional References:** N/A  
**Responsible Official:** Office of Information Technology Services

**I. POLICY STATEMENT**

- The Claremont McKenna College (CMC) Web Policy defines the roles and obligations of the College, operational units, and individuals in presenting material on the CMC web site.

**II. ENTITIES COVERED BY THIS POLICY**

- All CMC faculty, staff, and students.

**III. CONTACTS**

Direct any questions about this policy to your department’s supervisor. Questions about specific issues may be addressed to:

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<b>Subject</b>	<b>Contact</b>	<b>Telephone<sup>1</sup></b>
Web Policy	Chief Technology Officer	71553

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**IV. DEFINITIONS**

- The Claremont McKenna College (CMC) Web Policy defines the roles and obligations of the College, operational units, and individuals in presenting material on the CMC web site. *The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources, the Claremont McKenna College Computing Usage Policy,*

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<sup>1</sup> Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a “1” and please dial (909) 60+ extension for numbers beginning with a “7.”

and other global policies as published take precedence over the CMC Web Policy.

## **V. DETAILS**

### **I. Introduction**

The Claremont McKenna College (CMC) Web Policy defines the roles and obligations of the College, operational units, and individuals in presenting material on the CMC web site.

*The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources, the Claremont McKenna College Computing Usage Policy, and other global policies as published take precedence over the CMC Web Policy.*

### **II. Definitions**

#### **CMC web server**

The College's official central web server is located at the address <http://www.claremontmckenna.edu>.

#### **CMC web site**

The CMC web site consists of the central College web server, plus all resources that the central web server points to on other College servers.

#### **CMC intranet**

The CMC intranet is the portion of the CMC web site that specifically targets internal users, primarily faculty and staff, but also students and alumni. Access to most of the CMC intranet is restricted, either based on a log in account or based on IP address.

#### **Web site**

A web site is a group of web pages structured to provide a coherent body of information about a particular subject.

#### **Home page**

A home page is the initial page of a web site, or the initial page of a specific subset of a web site's information.

#### **Official CMC web sites**

Web sites that represent CMC academic departments and programs, research centers and institutes, special programs, administrative offices, and other College operations are official CMC web pages.

#### **Unofficial web sites on CMC web servers**

Student web sites, student club and organization web sites, faculty web sites, and course/class-specific web sites that reside on CMC servers are not official CMC web sites.

#### **Web site owner (official sites)**

The web site owner for an official site is the head of the operational unit (department head, manager, senior staff member).

**Web liaison**

Each official site will have a web liaison designated to work with ITS. The liaison is the web site owner unless that person delegates the role to another faculty or staff member.

**Web content manager**

The owner of an official CMC web site may designate a person to handle basic hands-on technical work for the operational unit's web site. Only CMC faculty or staff may serve as Web content managers.

**Web site owner (unofficial sites)**

A web site owner for an unofficial site is the individual CMC student, faculty member, instructor, or club officer maintaining the Web site.

**III. Web Administration**

ITS administers the CMC web site with the guidance of the Web Committee.

**ITS**

ITS is responsible for ensuring the reliability and general organization of the CMC web site. ITS works with web liaisons and content managers to maintain the site. ITS chairs the Web Committee.

**Web Committee**

The College will maintain a Web Committee responsible for establishing and reviewing a priority structure for web development, including reviewing cases of conflicting priority; and assisting ITS with strategic planning and decisions.

**IV. Legal and Policy Requirements**

Web site owners are responsible for the content and design of their web sites. These responsibilities include ensuring that all online material conforms to local, state, and federal laws including copyright and other intellectual property laws, license agreements, and contracts. Where appropriate, web site owners should protect material from inappropriate access. All online material and conduct must adhere to College and consortium policies and regulations. Web sites should not provoke activity that interferes with the primary mission of the College. ITS has the right to review any pages or activities that generate network traffic to a degree that deprives other users of their legitimate use of these resources or impedes the efficient operation of the network. Use of CMC's web resources to promote a commercial venture is specifically prohibited. Web site owners generally should avoid posting images or audio of people without their consent or using information about individuals who do not want the information posted.

**V. Location of Information: Servers and Domain Names**

The official entry point to the CMC web site is through the CMC web server located at <http://www.claremontmckenna.edu>. CMC will host all of its official web sites on CMC servers. The Web Committee may approve exceptions in cases of cooperative programs with other higher education institutions or their partners. In accordance with other College policies, operational units may not operate their own servers without prior approval from Information Technology Services. Non-claremontmckenna.edu domain names may not point to official CMC web sites without prior approval from the Web Committee. Information Technology Services will purchase and maintain all approved domain names for the College.

## **VI. Content**

Web site owners must ensure that all information on their web sites is accurate and timely.

### **Official Web sites**

All academic departments and programs, research centers and institutes, special programs, administrative offices, and other College operations may create and maintain Web sites. Such Web sites should contain only information that the department or organization is deemed to "own" on behalf of CMC, or is in the public domain, or for which the information's owner has granted permission for its inclusion in the page. Web site owners wishing to provide access to information about other aspects of the College should do so by way of links to pages owned by the appropriate operational units. The web site owner has overall responsibility for all content and links from the site. The owner may designate a web liaison or a web content manager as the contact for the site.

Official web sites may link to related personal web sites. The web site owner is responsible for approving any such links. It is the responsibility of the web site owner to ensure the removal of any link determined, after appropriate investigation, to violate any local, state, or federal law or College policy.

### **Personal Web sites**

CMC faculty and students may maintain personal web sites. Individuals are solely responsible for their sites' content and adherence to all policies stated in this document and all other College policies.

## **VII. Design**

Official web sites must either use a standard CMC web template provided by ITS or the web site owner must work with ITS to develop an approved non-standard template. Web site owners wishing to develop a non-standard template will contact ITS first to discuss the issue and obtain detailed requirements. ITS will review all non-standard templates for usability, accessibility, and College branding. The Web Committee will decide ultimate resolution of disputes regarding web design. Intranet sites need not adhere to the same web design standards as other CMC web sites. Web site owners,

however, should attempt to incorporate standard CMC web design elements into their intranet sites.

#### **VIII. Outsourcing**

If a web site owner seeks web development assistance, paid or volunteer, outside of IST, the College does not guarantee that it will add the products of that labor to the CMC web site. Web site owners considering outsourcing web development should contact ITS first. ITS may take on the project. Alternately, ITS will assist the web site owner to ensure that outsourcing efforts are not wasted.

#### **IX. Removal**

CMC does not intend to actively monitor the contents of web pages. However, the College reserves the right to remove materials that violate this policy or other relevant policies and laws, to disable links, and to impose charges for expenses incurred in such disabling and/or removal.