



Policy No.	13000
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Approved:	
Date:	

WEB UPDATE POLICY

1.0 Purpose

The purpose of this policy is to ensure that all web content is developed to enhance the visitor's experience, with attention to Section 508 specifications, web Accessibility Initiative (WAI) standards, World Wide Web Consortium (W3C) standards, Family Education Rights and Privacy Act (FERPA) requirements and LFCC communication and style guidelines.

2.0 Revision History

This is a revision of an existing policy with updates made to unit names and processes in terms of update LFCC websites.

3.0 Applicability

This policy applies to all LFCC employees, units and student organizations.

4.0 Policy

All domain names used with the College website will be purchased by the Office of Financial and Administrative Services and will require prior approval from the Graphic Design and Digital Media Specialist. No other College unit will be permitted to purchase or implement domain names that are used in conjunction with the College website.

All website management, hosting and server operations will be overseen by the Graphic Design and Digital Media Specialist.

Regarding website updates, designated individuals from each unit (as determined by that unit's vice president or dean) will be named "Content Editors" assigned editorial access to the website allowing them to make text edits, post images, post documents and create calendar events. Unit content editors are also responsible for ensuring that the content on their respective pages is accurate and updated frequently.

Due to the complexity and high-volume of pages on the college website, any new page requests will be created by the Graphic Design and Digital Media Specialist, upon which content editors will then be assigned to that page to edit and maintain.

To the extent possible, all content published on the website will adhere to the accessibility standards set forth in Section 508 and the WAI guidelines. In addition, all text published to the website should be high-quality, including rich keyword content, meaningful headings and accurate textual descriptions of any non-text content.

No video content shall be hosted on the college website server. All video content is housed on the official LFCC YouTube account page, and then embedded on specific LFCC webpages for ease of viewing. To comply with federal guidelines, all video content must be captioned if placed on the website or shared via social media or in any other manner with the general public. In order to have your video content captioned, please contact the Graphic Design and Digital Media Specialist.

All content pages of the College website must validate as, at a minimum, XHTML 1.0 transitional as outlined in the W3C standards. In addition, all cascading style sheet definitions must validate as, at a minimum, CSS 1.0 as outlined in the W3C standards.

Information that does not adhere to the website and intranet update guidelines or this policy will not be published on the website.

All content intended for use on the website must adhere to the guidelines outlined in the documents and legislation listed below.

Section 508

WAI

FERPA

W3C CSS 1 Guidelines

W3C XHTML 1.0 Transitional Guidelines LFCC Communication and Style Guide Website and Intranet Update Guidelines

5.0 Definitions

Unit content editor – an individual charged with reviewing, revising and editing designated webpages requested by employees within that individual's unit.

Domain name – the top-level address used to access a website. The official domain name of the College website is lfcc.edu.

6.0 Responsibilities

All employees are responsible for contacting the appropriate content editor for his/her respective unit any time an update to the website is desired. In addition, all employees are responsible for generating high-quality content and ensuring that the content is accurate and grammatically correct before posting on the website.

All employees are also responsible for ensuring that no content contradictory to FERPA guidelines is published on the website.

Unit content editors are responsible for reviewing any content submitted from his/her unit to ensure that the content is grammatically correct and accurate.

Administrators of the College are responsible for identifying qualified content editors for their units.

The Graphic Design and Digital Media Specialist is responsible for overseeing the operation, hosting, management and day-to-day administrative requirements of the LFCC website.

7.0 Procedures

Please refer to the website and intranet request guidelines mentioned above for the procedures found on the LFCC intranet.

8.0 Sanctions

Individuals who fail to comply with the terms of this policy may be subject to appropriate administrative review and/or action.

9.0 Interpretation

Authority for interpretation of this policy rests with the Graphic Design and Digital Media Specialist and the Vice President of Financial and Administrative Services.

10.0 Authority/Reference

The Office of Financial and Administrative Services developed this policy based on the documents and legislation listed below.

Section 508

WAI

FERPA

W3C CSS 1 Guidelines

W3C XHTML 1.0 Transitional Guidelines LFCC Communication and Style Guide website and Intranet Update Guidelines