



LANGARA
COLLEGE

Title: Web Publishing – Official Web Pages
Category: Administration – Information Management
Policy No.: B5006
Replaces: New Policy
Applicability: All Employees
Effective Date: April 18, 2006
Source(s): Langara Council
Approval: Randa Abeneq
President

1. PURPOSE

To define responsibilities, authorities and style standards only for the Official Langara College Web-pages to ensure that:

- The Langara College Website, as the primary point for access to College information regarding educational offerings and services, is presented in a clear and consistent manner and is easily accessed and used by our diverse internal and external communities; and
- The content that is published and services that are provided on Langara College Web Pages are congruent with Federal and Provincial laws and statutes and are consistent with the Vision, Mission, Goals, and Objectives of Langara College.

2. DEFINITIONS

Content Management Process: the process by which content is created, maintained updated and deleted as defined in the Langara College Publishing Standards document.

Hosted Web Pages: are the web pages of an organization other than Langara College that have the approval of the President to appear on the Langara College website. These pages may be categorized as being the result of a contract with Langara College, or they may advertise an event for which Langara College is a sponsor, or they may otherwise support the vision, mission and goals of Langara College.

Instructional Web Pages: web pages developed by individual instructors or departments to support academic and instructional activities, including the teaching, learning, research and administrative activities that are related to the educational courses and/or programs offered by Langara College. Standards for format of these pages will be determined by the Communications and Marketing department, the Information and Computing Services department and an Instructional Advisory Committee named by the Langara Faculty Association.

Langara College Web Pages: web pages produced and/or published with the resources, facilities and/or services owned, managed, and/or maintained by Langara College.

Langara College Website: the official website of Langara College as referenced by the domain langara.bc.ca and/or any other domain owned by Langara College.

Official Langara College Web Pages: are the web pages designed to provide information about the College as required by the Governance and Disclosure Guidelines for Governing Boards of British Columbia Public Sector Organizations. In addition they provide information regarding the:

- a. approved educational offerings as published in the College Calendar and Catalogues;
- b. organizational structure;
- c. administrative and student services;
- d. application and registration processes;
- e. College Policies;
- f. College-approved events and announcements.

Web Page: a block of data that is available on the World Wide Web.

3. **AUTHORITY**

3.1 **Related Acts and Regulations**

B.C. Civil Rights Protection Act
B.C. College and Institute Act
B.C. Freedom of Information and Protection of Privacy Act (BC)
B.C. Human Rights Act (BC)
Canadian Charter of Rights and Freedoms
Criminal Code of Canada

3.2 **Related Policies**

Academic Conduct
Access to Information
Access to Student Information
Calendar (in progress)
Code of Conduct
Communications (in progress)
Computer and Computing System Use
Computer Technology Planning
Conflict of Interest
Copyright Compliance
Copyright of Student Works (in progress)
Copyright Ownership
Donor and Sponsorship (in progress)
Electronic Communications (in progress)

Human Rights
Marketing (in progress)
Print Courseware
Privacy (in progress)
Services for Students with Disabilities
Web Publishing – Instructional Web Pages (in progress)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

5. POLICY

- 5.1 The Official Langara College Web Pages will have a consistent design and style and the navigation will provide ease of access for the diverse communities served by Langara College.
- 5.2 A Content Management Process will be implemented to ensure that the Langara Website conveys correct information and a consistent image of the College.
- 5.3 Responsibility will rest with the Information and Computing Service department (ICS) for the Langara College Website's computer system technical architecture, its maintenance, operation and security, the development and operation of web pages that draw data from a database or collect data to be processed, and the prior approval of all software tools used to produce web pages
- 5.4 Responsibility for the Langara College Website's design, style, graphics, organizational unit web page template and navigation architecture will rest with the Communications and Marketing department.
- 5.5 All information that is officially provided by the Registrar's Office or any other administrative organizational unit will be linked to other organizational unit sites via navigation mechanisms.
- 5.6 Responsibility for the content that is included on each organizational unit's web page will rest with the department except as in 5.5 above.
- 5.7 A College Web Publishing Standards Manual will define the requirements for publishing web pages and will address the standards and a template for style, consistent graphics and content, navigation rules, and the Content Management Process for Official Langara College Web Pages, Instructional Web Pages and Hosted Web Pages.
- 5.8 Production of the College Web Publishing Standards Manual is the responsibility of the Communications and Marketing department in consultation with ICS,

administrative and instructional department representatives, and the Instructional Web Pages Committee (for the instructional web pages).

- 5.9 Use of the Langara College logo will comply with the Graphics Standards Manual and no version of the Langara College Logo other than the official Langara College Logo will appear on any Langara College Web Page.
- 5.10 Langara College Web Pages will contain no links to material that violates the BC Human Rights Act, Freedom of Information and Protection of Privacy Act and/or the Criminal Code of Canada, unless the link is approved as being relevant to an academic purpose for a course and is available only to faculty and students in the course.
- 5.11 Langara College Web Pages that include private or restricted information will be published with security mechanisms that have been approved and provided by the College.
- 5.12 Instructional Web Pages will not be included as a component of the Official Langara College Web Pages.

6. GUIDELINES/STANDARDS

Langara College. Graphic Standards Manual. Vancouver, BC: 2000

Langara College. Web Publishing Standards Manual. Vancouver, BC: (in progress)

7. EXCEPTIONS

Exceptions to this policy may only be granted by the President.

8. PROCEDURES

- 8.1 Using the College Web Publishing Standards Manual, the Communications and Marketing Department and the Information and Computing Services department will evaluate the Langara College Website and will revise the site to ensure that the Standards are met.
- 8.2 To allow for maintenance and/or revision of the Website, denied access to organizational unit developers may occur, for short periods of time following advance notice.
- 8.3 Communications and Marketing personnel and ICS personnel with the approval and direction of their senior department managers may gain access to Langara College Web Pages without the consent of the organizational unit, when necessary for the maintenance and proper functioning of Langara College web-pages, or

when there are reasonable grounds to believe that a violation of law or a significant breach of College policy may have taken place.

- 8.4 Employees and students are responsible for immediately reporting improper publications on Langara College web pages to the Director of Communications and Marketing or designate.

9. RESPONSIBILITY

For further information regarding this policy, contact the President or the Bursar.

10. APPENDICES

Not applicable.