Policy Number: 501

Policy Title: Web Space

**POLICY:**

General oversight of the Georgia Perimeter College Web presence and associated services, and policies governing the use of these resources, is the responsibility of the chief information officer.

The Office of Information Technology (OIT) shall be responsible for providing services for the scope of this policy. This will be accomplished by the use of college-wide network and server standards, management of contracted services, and limiting access to network connections that do not conform to this policy. The policy governs all web-accessible content owned by, entrusted to, or making representation of Georgia Perimeter College.

**PROCEDURE:**

**Classifications**

1. Official web pages are those representing Georgia Perimeter College, its programs, organizations, foundations, classes and services.
2. Personal web pages are those pages maintained in part or in whole by officials of GPC, faculty, staff, or students of GPC, and which primarily serve to support that individual’s role at Georgia Perimeter College.
3. Any site not clearly identifiable as a “Personal Web Page” shall be classified as an “Official Web Page”.

**Responsibilities**

1. Official web pages are procured and provisioned through the Office of Information Technology.
2. Official web pages must conform to college web standards, as defined in Policy 710.
3. Personal web pages are the responsibility of the respective owners, including responsibility for currency, legitimacy and appearance.
4. Any personal web site should be consistent with the mission of the college and adhere to applicable Georgia Board of Regents policies and federal and/or state statutes.
5. It is the responsibility of any page owner leaving GPC to make copies of content and to remove any unofficial page material.
6. The Office of Information Technology will provision all web services for personal and office web space, will maintain a registry and site map of all official and personal websites, and will provide management and support for systems, services, accounts, and related aspects of the college web presence.
7. Georgia Perimeter College reserves the right to remove, or limit access to, any website which is inconsistent with policy or statutory requirements.
Hosting and Naming

1. Official pages must reside on OIT secure servers or OIT provisioned services, and must comply with the college data services standards.
2. Root Level Directories are determined and assigned by the Office of Information Technology.
3. Contracted or provisioned services are determined and approved by the Office of Information Technology.
4. All requests for domain name and registry inside and out of the college that will contain GPC or variants of the college’s name, such as gpc.com, gpc.net, gpc.org, must be approved by the Office of Information Technology.
5. Names must adhere to GPC’s naming conventions for Short Site Names and Webview Publish URLs.
6. Disputes about such links will be settled by the chief technology officer and appropriate governance bodies.

Retention of Web-based Content

User accounts and associated content will be deleted upon termination of employment. Academic deans may request retention of sites belonging to departing faculty. In such an instance, ownership of the subject website must be assigned to a current employee.

Student materials, such as e-portfolios, will be retained for one (1) full term beyond the last term in which the student was enrolled.

Compliance and Enforcement

The policy applies to all GPC employees. Persons in violation of this policy are subject to a range of sanctions (determined and enforced by GPC management), including the loss of computer network privileges, disciplinary action, dismissal from the college, and legal action. Some violations may constitute criminal offenses, as outlined in the Georgia Computer Systems Protection Act and other local, state and federal laws. The college will carry out its responsibility to report such violations to the appropriate authorities.

Policy Council Review Date(s):

ITPC: 1/23/12 & 11/22/13; SAPC: 10/22/12; IAPC: 10/30/12; FAPC: 11/1/12; AAPC: 10/25/12

PPAB Approval Date: __________________