

BP 3740 Web Sites

- 1.0 Official web sites may be created by the District, the colleges, and the North Orange Continuing Education, as well as the divisions, departments, and other subdivisions therein. An official home page is the web page that serves as the initial entry point to an institution's web site.
 - 1.1 Official web pages may be established only for legitimate educational purposes to enhance the District's educational mission and to facilitate the educational process of the District. Official web pages are created for the express purpose of disseminating District educational and administrative information.
 - 1.2 These web pages are the property of the District and are intended to be closed forums. As such, the District, the colleges and the North Orange Continuing Education reserve the full right and authority to regulate and limit access to them, and to regulate the content of the items posted so they are consistent with the educational purpose of the District.
 - 1.3 Persons wishing to post items on an official web page pertaining to the educational mission of the District may submit such items to the responsible administrator. Official web pages must be reviewed for accuracy and appropriateness by the responsible administrator, in consultation with the District Director of Public Affairs.
 - 1.4 Unless expressly authorized to do so, students, faculty, and staff may not post items on official web pages.
- 2.0 Faculty, staff, and students of the District may establish "personal" web pages that utilize the District's electronic communications systems if the web page is consistent with District standards as stated in AP3740 and does not violate applicable laws, District or site policies, or assigned resource limits and is established for legitimate educational purposes to enhance the mission of District, colleges and the North Orange Continuing Education.
 - 2.1 Persons wishing to establish personal web pages must obtain approval from the appropriate administrator, obtain training if necessary, and sign an acknowledgment and waiver form, stipulating compliance with this policy.
 - 2.2 Web pages utilizing the District's electronic communications systems are not intended to constitute open forums. Therefore, the District reserves the full right and authority to regulate the content of personal web pages so they are consistent with the educational purpose of the District, and to remove personal web pages from the District's electronic communications systems if they deviate from the District's policies and procedures, or are otherwise deemed by the District to be inappropriate.
- 3.0 Standards and guidelines for the development and maintenance of web pages are established to provide consistency and accuracy of information published on the World Wide Web.
- 4.0 The World Wide Web is a fluid environment that offers access to a wide range of information. While the District assumes responsibility for the accuracy and

BP 3740 Web Sites

appropriateness of official District web pages, the District is not responsible for personal web pages. Users who believe the content of a personal page is offensive, obscene, violates District policy, or is inconsistent with the generally accepted norms for web page content may register a formal complaint by contacting the District Office of Public and Governmental Affairs at (714) 808-4829.

- 5.0 Links to other web sites contain information that is created, published, maintained, or otherwise posted by organizations independent of the District. The District is not responsible for the content of linked web sites and does not endorse, approve, certify, or guarantee the accuracy of any such information.
- 6.0 The District is not responsible for materials viewed on personal web pages or linked web pages.
- 7.0 Links found in violation of District policies may be removed without notification.

See Administrative Procedure 3740.

Date of Adoption: March 23, 2004

Date of Last Revision: November 28, 2017