

South Seattle Community College
WEB STANDARDS

Purpose

The South Seattle Community College presence on the web is an essential link to the communities we serve. All our web representations should be accurate, consistent and up-to-date, presenting one identity to the public. The college site should operate with user-friendly, clear navigation and avoid technical problems for users. These web standards were developed to ensure that coherence in our web system.

I. General Statement

- A) South Seattle Community College and the Seattle Community College District maintain Internet connections to provide an atmosphere that facilitates the access of knowledge and the sharing of information for the South Seattle community.
- B) These standards will maintain compliance to standards and policy set by the Seattle Community College District, including the Americans with Disabilities Act. South's standards are based on and aligned with District-wide Web Standards and are subject to change. Changes will reflect evolving web technology.
- C) South's Web Manager is the single coordinating point for web content decisions. This focused oversight will help avoid duplication of work by coordinating team effort. The Web Manager works in cooperation with South's Information Technology Services to deliver maximum effectiveness and efficiency of web site operation and service to the college community. The Web Manager also collaborates with the District Web Team for support and for development of mutually beneficial web tools.

II. Legal Guidelines

- A) Information resources will be used by members of the South Seattle community with respect for the public trust and in accordance with policies and regulations established by federal, state, and local laws, CIS, the K-20 consortium, and the Seattle Community College District.
- B) Pages housed on South Seattle or Seattle Community College District servers may not be used to promote outside commercial enterprises or violate community standards and statutes concerning discrimination.
 - Selling space on a web page for profit is strictly prohibited
 - At no time shall anyone use their campus web account to promote their own business or any other form of personal gain
- C) Copyright
 - Individuals may not place materials owned by others, i.e., copyrighted works, on a personal or official www home page without the expressed permission of the copyright owner. Examples are cartoons, articles, photographs, songs, software, and graphics scanned in from published works or other www pages.
 - Assume materials found on the www are copyrighted unless a disclaimer or waiver is expressly stated. Quotations of a few words may be included provided the author and the work from which the quotations are taken are identified.
 - It is best to link to another www page rather than copy from it.

III. Web Page Content

A) Official pages linked to the South site (southseattle.edu) or SouthNet

- Will be created and maintained by the Web Manager, in cooperation with IT Services
- Will have the current look and feel of the official South site
- Will be integrated into the menu/navigation system and structure of the official South site
- Will be hosted on a South or District web server.

PROCESSES

- New page content will be originated by the individual department or program and submitted to the Web Manager. After consulting about any changes needed, the content will be uploaded.
- It is the responsibility of every academic division, department and program to routinely check their web pages for needed updating
- Updates should be submitted to the Web Manager
- Simple updates will be made and a confirmation email will be sent to the requesting party
- Complex updates will be made and sent for review by the requesting party before uploading.

B) Supplemental Pages

A supplemental page contains unduplicated, additional content, which was created off the official college site at an earlier time, but which still is linked to the official site.

Properties of a Supplemental page

- Supplemental pages may not contain duplicate information that can be found on an official college page
- Content will be originated by the individual department or program and submitted to the Web Manager for review, to ensure standards are met
- It is the responsibility of page originators to routinely check their sites for needed updating; content that has been identified as outdated is subject to removal
- Updates should be submitted to the Web Manager
- The navigation framework for supplemental pages will include a link back to the official department page and the South Seattle homepage from every page in the site, and must not open in a new window, to ensure that the browser's back button can be used.
- Supplemental pages should be hosted on the campus web server

Review and approval process for supplemental pages

- All supplemental pages/sites will be reviewed by the Web Manager.

C) Faculty Pages hosted on the college web server

Faculty pages are for providing class information. They usually include a syllabus, assignments and links to other relevant sites.

Properties of a Faculty page

- Must have their own look and feel
- May not copy/duplicate images and navigation from the official college site
- Should not contain duplicate information that can be found on an official college page
- Should be kept current by faculty. Content that has been identified as outdated is subject to removal
- May not be used for personal use
- Faculty members are responsible for creating and maintaining their own page

Approval process for faculty pages

- There is no formal approval process for faculty pages, faculty members are responsible for all content on their pages

Navigation requirements for faculty pages

- Faculty pages should have a link to the South Seattle official home page and a link to their division official home page

IV. Security

All South pages will be developed and maintained in compliance with South and District security standards. Account information and passwords should not be shared, because sharing can compromise site security.

Any web application that requires the transmission and/or storage of sensitive information must be developed and maintained by the Web Manager and IT Services or by an authorized third party that has been approved by the Web Manager and IT Services.

Sensitive Information Includes the following:

Social Security Number (SSN)

Bank Account Number(s)

Credit Card Number(s)

Drivers License Number

Personally Identifiable Student Information

Student ID Number

Student Birthdate

Any web application that requires the use of college data must be developed and maintained by the Web Manager and IT Services. College data are defined as any information stored on the HP3000 system.