

**CCCCD RECOGNIZED STUDENT ORGANIZATION
WEB POLICY**

I. Purpose

- A. The purpose of this policy is to establish the parameters in which Registered Student Organizations (RSOs) may create web page content to be displayed by the college's web server, or through a link from the college web site. All RSO web sites are unofficial and do not represent the official views of the college. This policy will help minimize liability of RSOs, their members and their advisor(s).

II. Terminology

- A. HTML (Hyper Text Markup Language) – programming language containing specific “tags” recognized by web browsers to display web pages, and provide the ability to link from one document on the World Wide Web (WWW) to another.
- B. HTML Tags – commands used within HTML to provide formatting, style and structure to a page displayed on the WWW.
- C. Hyperlink / Link – any word, image or object displayed on a web page that is coded to take the web user to another document on the WWW by clicking on it.
- D. Meta Tag – descriptive tags which can be used in the header part of an HTML document which provides additional information about the web page. Meta Tags are often used by search engines (sometimes called “spiders” or “web crawlers”) to index the web page.
- E. Search engine – program designed to collect information about web pages on the WWW in an attempt to index these and provide a more easily searchable tool.
- F. UCE (Unsolicited Commercial Email) – also called “SPAM” – is an bulk email sent to users who have not requested the information contained in the email.
- G. Web Page – A page displaying content on the WWW, which has been coded with HTML.
- H. Domain Name – A domain name is a text-based address used to locate a specific Web site. For the purposes of RSO web sites located on the CCCCd web server, domain names will be as follows: orgname.ccccd.edu. For example, the SGA site would be http://sga.ccccd.edu.
- I. Web Content Specialist – A person(s) within an RSO responsible for the web site's content.

III. Content Guidelines

- A. All RSO web pages on the CCCC.D.EDU web server shall adhere to the following parameters:
1. Web sites should be developed in compliance with the Web Content Accessibility Guidelines (<http://www.w3.org/TR/WAI-WEBCONTENT/>), or provide access to a text-only version of the site.
 2. No web page may contain offensive, obscene or explicit material including, but not limited to, photographs, images, sounds, wording or links to other sites containing similar content.
 3. No web page may contain any wording, phrasing, or opinion that would demean, violate or harass, including, but not limited to, sending, distributing, posting or displaying offensive or threatening material, forging mail messages, sending chain letters or unsolicited commercial email (UCE, or "Spam").
 4. All staged images of identifiable students, faculty or staff; or any image including a person under the age of 18, displayed on the RSO web site shall have a properly signed release form, providing permission to use the image on the web site. Each release form shall be kept with the RSO Advisor. Images taken at public events do not require release forms to be completed.
 5. Any official logo, or motto, of a national organization associated with an RSO may only be displayed if authorization is obtained from that organization to allow its use. A copy of the authorization will be kept on file with the RSO advisor until the image(s) is destroyed. This does not apply to RSOs that are charter members of national organizations and are granted permission through membership of that national organization's rules.
 6. The following statement must appear on the RSO web site on the first page. Each subsequent page must include a link to this information.

The views and opinions expressed on these web pages do not reflect the official view or opinion of Collin County Community College District. Content on these web pages is the sole responsibility of <<RSO Name>>, and you may contact the site content manager - << names >> via email at << email >>.

- B. Items which are permitted on a RSO web site include, but are not limited to:
1. mission statement

2. list of officers (including contact e-mail addresses)
 3. office hours
 4. upcoming events
 5. statements or views, not violating any guideline in this policy
 6. additional contact information including advisor(s) name, advisor(s) contact number, advisor(s) office address, or the RSO campus address
- C. Personal information may not be listed on RSO web pages.
- D. Commercial business use of an RSO web site is prohibited.
- E. The RSO web content manager will email the RSO advisor(s) to notify them of any updates.
- F. A web page may be removed (by Web Services) from the CCCCED.EDU web server or made inaccessible if it is found to be:
1. in violation of this policy, the CCCCED Student Code of Conduct, involved in criminal activities, or displays copyrighted information. Original content, however, remains the sole property of the RSO. If a web page is removed under this section, the Web Services will notify the RSO web content manager and the RSO advisor(s) of this action within three (3) working days. (Refer "Review of Decisions" for additional information.); or
 2. out of date, with no modifications having been made within a three (3) month period.

IV. Submission Procedures

- A. Requests for an RSO web site must be made using the Web Page Account Setup Form. The completed form must be forwarded to Web Services through the RSO Program Coordinator (Office of Student Life).
- B. Once the completed form has been received by Web Services, an account shall be created for the RSO.
- C. Upon notification of the account being created, the RSO web content manager may upload content, and notify the RSO advisor(s) and Web Services.

D. RSOs requiring assistance in the development of their web site shall be able to request support from the SGA Web Resource Group. Additional information may be required to establish a standard home page for the RSO.

1. E. External domain names are not reimbursable from SAFAC.

V. Review of Decisions

A. In the event that a web site, or material from a web site, is removed, the RSO may request a review of the decision from the Dean of Students or his/her designee.

B. If a review is requested, the RSO will provide a copy of the material that was removed to the Dean of Students or his/her designee, and the RSO will provide an explanation for the content, and any reason why this should be reinstated.

C. The Dean of Students will determine if the material should be reinstated, and will notify both Web Services and the RSO of this decision within thirty (30) days.

VI. Forms

A. CCCC CD Web Page Account Setup Form.

B. Image release.

Policy Approval

This policy has been reviewed and accepted by the following.

James Nunn, SGA President
on behalf of the Student Government Association

David Hoyt, Chief Information Officer

Cheri Jack, Director of Office of Student Life

Mary McRae, Vice President of Student Development

WEB PAGE ACCOUNT SET UP

To Web Services:

Please arrange to create a web page account for the following Registered Student Organization (RSO) of Collin County Community College District:

Name of Registered Student Organization (RSO):	
Preferred domain name (please list two preferences):	1. _____ .CCCCD.EDU 2. _____ .CCCCD.EDU
Web Content Specialist Contact Details (this is the person who is responsible for the management of the RSO Web Site)	
Name:	
Email:	
Contact telephone:	
RSO Advisor Contact Details	
Name:	
Email:	
Office telephone:	
RSO Program Coordinator (Office of Student Life)	
Name:	
Contact telephone:	
Web Account Request Approved:	_____ Signature

Check here if you would like an email account set up for this domain (eg. sga@cccd.edu).

Web Services Use

<input type="checkbox"/>	Domain Name Selected: _____ . cccd.edu
<input type="checkbox"/>	Web Account Created
<input type="checkbox"/>	Email Account Created (if applicable)
<input type="checkbox"/>	RSO Web Content Specialist & RSO Advisor Emailed Confirmation

IMAGE RELEASE

I (or parent / guardian signing on behalf of an individual), the below named individual, hereby give the Recognized Student Organization (RSO) of Collin County Community College District (CCCCD) named below, any successors, and anyone acting under their permission the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use the images of me, alone or in conjunction with other persons or characters, real or imaginary, for the RSO purposes.

I (or parent / guardian signing on behalf of an individual) hereby assign and transfer to the RSO named below all my rights, title and interest in, and to all negatives, prints or reproductions thereof; and I hereby warrant and state that I have not limited, restricted or excepted to the use of my digital image with any organization or person; and do hereby release the said RSO, CCCCCD and their successors and assigns of and from any and all rights, claims, demands, actions or suits which I may or can have against them on account of the use of publication of said image.

Name: _____

RSO: _____

Note that some people may not want their name published on the web site, or other publications used by the RSO. If they do not, please have them initial the box below.

Do not include my name on the web site or any public information

Individual's Signature: _____

Dated: _____

For images containing people under the age of 18 years, a parent or guardian must sign below:

Parent's / Guardian's Name: _____

Signature / Date: _____

EVENT DETAILS

Date of event: _____

Name and Location of event _____

If Group Photo, location and name of people in image (for example, top row left to right):

