



POLICIES *and* PROCEDURES

Board of Trustees Policy Number: IT 13.08

Date of Adoption/Revision: 10-10-14

SUBJECT	BENNETT COLLEGE WEBSITE
AUTHORITY	Information Technology Department
APPLICABILITY	These policies apply to the Board of Trustees, administration, faculty, staff, students and anyone using the information technology resources of Bennett College.
PURPOSE	This policy is to authorize the official College website.
POLICY	<p>Bennett College will maintain one website to represent the institution.</p> <p>Definition of the Bennett College Website: a collection of web pages that represent the College as a whole, and that promotes its brand and displays its logo. Categories of information presented on the website include but is not limited to academics, campus life, admissions, alumni, parents and donations. All information placed on the website must adhere to published style guide standards.</p>
PROCEDURES	<ol style="list-style-type: none"> 1. Bennett College will comply with W3C guidelines for Web accessibility. <ol style="list-style-type: none"> a. World Wide Web: The Information Technology department will be responsible for ongoing development and maintenance of the website 24 hours a day, 7 days a week, except for server or network maintenance and repair. b. Department Websites: Department are responsible for maintaining the content of their web pages on the Bennett website. Only preapproved, authorized individuals may create pages and place information on the Bennett College Website. Requests to link department websites to the Bennett College official website must be approved by IT. c. Instructional Websites: Pages created by Bennett faculty in support of courses they teach must be preapproved. d. Organization Websites: organization websites are allowed for recognized student organizations and associations. If the group does not operate through Campus Life and Student Activities, no website is allowed. The Student Government Association and the Vice President for Student Affairs must monitor the content of the websites. e. Personal and Student Websites: No individual will be allowed a personal website on the College Website f. Links on the Bennett College Website: The institution will only include links with organizations whose aims and activities are consistent with the mission and vision of Bennett College. The College will not link to websites of commercial organizations, unless

	<p>we have a commercial relationship with that company. The College does not accept advertising on the site, nor does it charge a fee for including a link on the website.</p> <p>Department/unit heads are responsible for authorizing links. Links may not contain commercial endorsements or advertisements. Links to dot.com websites are discouraged. The Office of Public Relations/Publications and the Department of Information Technology retain the right to determine how and where external links will appear on the Bennett College website. Every unit and every individual is responsible for adhering to these policies.</p>
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<p>Replaces policy:</p> <p><i>Date</i></p>
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