

## **TNCC.edu Electronic Publishing Policy** (proposed: May 2008)

### **Access To Publishing**

Any officially recognized TNCC office, project, program, area, or student organization, as well as any individual faculty or staff member, may publish on TNCC's World Wide Web (WWW) servers according to guidelines described in this document.

Publishing access is available to officially recognized TNCC offices, projects, programs, areas, faculty members and student organizations. Access for eligible individuals is extended on a first-come, first-served basis, subject to resource availability. Every attempt will be made to accommodate any eligible entity that wishes to publish on TNCC's Web servers. Should restrictions become necessary due to resource constraints, users will be notified in advance, and the restrictions will be implemented as uniformly and as fairly as possible, at the discretion of the College and Server Administrator(s).

### **Official vs. Unofficial TNCC Information**

Any information published by an officially recognized TNCC office, project, program, or area down to and including the academic division or equivalent level is considered "official" TNCC information. Information published by student organizations and by individual faculty, and staff is considered "unofficial" and may carry the TNCC seal or signature. General guidelines below apply to both types of information. However, each type has some additional guidelines governing publication. All network publishers are expected to read, understand, and abide by these guidelines and policies. Publication of material on TNCC's WWW servers implies the publisher's consent to abide by these guidelines.

### **Disclaimers**

Information available on all college servers is governed by the VCCS Information Technology Ethics Agreement," or the "VCCS Student/Patron Ethics Agreement" and all applicable regulations and statutes of the State of Virginia. In addition, information distributed on servers must be the intellectual property of the individual distributing it and must not contain bugs, viruses, or copyrighted material that has not been cleared for distribution. All pages using the name of Thomas Nelson Community College must include a statement on a main menu or home page identifying the office or individual responsible for maintaining the information, an e-mail address for contacting the office or individual, and the date of last update or review of the page.

### **Official TNCC Information**

Thomas Nelson Community College offices, projects, programs, and areas are responsible for their own web resources. A specific author's name and a contact e-mail address appear on each official TNCC page accordingly. If any question arises about either the content or links appearing on this server, please contact the person named on the document in question.

### **Unofficial Information and Personal Home Pages**

Unofficial information may be posted and maintained by individual TNCC faculty, staff members and student organizations (Unofficial Authors). Instructors who feel that course learning objectives may be met by creating a home page as a class project may request publishing access for particular class sections. Such pages will remain on the server for the semester of establishment plus three additional semester, then will be removed. TNCC does

not undertake to edit, or censor information posted by Unofficial Authors, whether or not originated by Unofficial Authors or third parties, and does not accept any responsibility or liability for such information. Unofficial Authors and third parties are solely responsible for the content and organization of information posted by them, even if such information is accessed through TNCC servers. TNCC wishes to allow the academic community the greatest possible freedom to use these resources creatively and responsibly. Should you discover something out of date or in conflict with TNCC policies, please contact both the individual author and webmaster.

### **General TNCC Web Site Publishing Guidelines**

1. Each publisher should include the following components: The name of the person responsible for the information; the date the document was last updated; an e-mail address users may contact with questions or for further information.
2. Publishers should avoid duplicating documents appearing on other parts of the server or elsewhere on the network; the preferred manner is to create a link to that information electronically. When creating a link to another network document at TNCC or elsewhere, it is best to link to that information in its fullest form, or at the highest level that is logical, to give fullest credit to the original publishers and to maintain their organization of the information when appropriate. Neither TNCC nor any individual TNCC network publisher is responsible for the content of information maintained outside of the TNCC servers.
3. All network publishers should be aware of US laws governing copyrights. Any violation of copyright or any other law is the sole responsibility of the publisher(s) of the particular information in question. It is safest to assume that copyright laws which apply to printed material also apply to on-line publishing.
  - a. Under certain circumstances, the law of "fair use" allows short excerpts to be quoted without seeking permission from the copyright owner. The copyright law specifies a four-factor test to determine whether reproduction of a work constitutes fair use. The four factors are: (1) the purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes such as criticism, scholarship, or research; (2) the nature of the copyrighted work (fact or fiction, with fiction generally accorded greater protection); (3) the amount or substance of the portion used in relation to the work as a whole; and (4) the effect of the use upon the potential market for and value of the quoted work. Because these four factors must all be weighed, the fair use standard is difficult to apply. In doubtful cases, users should consult with their own legal counsel before deciding whether to rely on fair use.
  - b. To reproduce images or text in excess of what is permitted under "fair use," permission should be sought from the copyright owner (usually the author). If permission is granted, the user should give proper credit to the author and include the phrase "used with permission" and a copyright notice. The proper form of copyright notice includes the word "Copyright" or the copyright symbol plus the name of the copyright owner and year of publication (e.g., Copyright 1995 John Doe). See #3 for "linking to" rather than reproducing information.

4. No unauthorized use, copying, or publishing of licensed software is permitted.
5. Use of these servers for unlawful purposes is prohibited.
6. Use of these servers for profit or commercial purposes is prohibited.
7. Publishers should make regular checks of their documents and links to insure they remain up to date and function properly.
8. All publicly accessible pages should be usable at all times. Temporary or inactive pages, such as those marked as "under construction" are prohibited. Any pages or sections which are largely unusable (for example, due to incorrectly written code or non-functioning links) may be removed from the server until they are corrected. Any removals will be preceded by notification from the server administrator(s).
9. Federal and State Law regulates unauthorized access to computer facilities and software. Users of TNCC computing facilities are responsible for compliance with these laws. In particular, it is a violation of Federal law intentionally (1) to access a computer without authorization and thereby to obtain classified information; (2) to access a computer without authorization with the intent to defraud. Similar activities may also be punishable as crimes under Virginia law.
10. Use of the TNCC information servers is a form of communication subject to the TNCC Policy Statement on Harassment.
11. It is not the intention of TNCC to edit, or censor personal home pages or those of student organizations, but to provide guidelines which the community is responsible for upholding. If a conflict with any TNCC policies is brought to the attention of the web administrators, the author will be notified and asked to take appropriate action. Differences that cannot be resolved at this level will be referred to the President's Staff for further review.

### **TNCC Website Technical Guidelines**

Official and unofficial pages on this web site should adhere to the following guidelines to ensure accessibility by the various types and capabilities of Web Browsers being used on the internet:

#### **Style Guidelines**

- Arial or Verdana font is to be exclusively used across all TNCC websites
- All text will be black in color (HTML code: #000000)
- All page backgrounds are to be white in color (HTML code: #FFFFFF)
- Official Websites will make use of a standardized Cascading-Style Sheet
- Color usage must mirror, or closely compliment the established TNCC Colors
  - TNCC Green: HTML #004A21, RGB 0,74,33
  - Purple: HTML #3F0056, RGB 63,0,96
  - Dark Tan: HTML #E0C89D, RGB 224,200,157
  - Light Tan: HTML #F4E9D8, RGB 224,233,216
- All pages must contain an accurate date of edit
- All pages must contain a valid email address (pagemaster)

## **Accessibility Standards**

All Official Websites must meet basic accessibility standards and make reasonable accommodations in their designs for individuals with visual imparity and color blindness. At a minimum, all images used on Official Websites must contain an ALT tag and corresponding information to assist screen-reading software. High visual contrast between text and background must be maintained at all times.

## **Technical Guidelines**

All websites should adhere to the capabilities offered by 6.0 browsers and higher (Internet Explorer and Netscape, Firefox 2.0) as well as the CSS 2 standard. Publishers are encouraged to thoroughly test their sites for rendering consistency across multiple browsers, operating systems and connection types.

All websites should endeavor to keep total file size (all files loaded on a page) to under 250KB

### **Publishers may use:**

- JPEGs, GIF and PNG images – Individual file size should not exceed 70KB in size
- HTML 4.0 and XHTML 1.0
- Cascading Style Sheets (CSS 1 and 2)
- Macromedia Flash animation and video
- Multimedia – The use of QuickTime 6 and 7 is strongly recommended
- PHP with Server-Side Includes
- Access Databases
- MySQL – please contact Web Services for special assistance

### **Publishers may not use:**

- 32-bit PNG images
- Blinking text
- Motion images (animated GIFs) – Official Websites
- Perl and CGI Scripts

Special permission will be granted to publishers on a case-by-case basis for use of prohibited technologies. Individuals wishing to utilize these restricted technologies must directly contact Web Services.

## **Web Site Publishing Policies For Official TNCC Information**

These policies regarding the appearance and content of official pages are aimed at maintaining consistency in the interface and content. They apply to all official pages down to and including the academic division level. Non-compliance with these guidelines may result in the official information being removed or deactivated.

1. Each TNCC official publisher should use the TNCC Publishing Template or one approved by Web Services and the Vice President for Information Technology.
2. All official websites must bear the official college logo.

3. All official websites must adhere to the stated Technical Guidelines.
4. Officially designated network publishers are required to attend scheduled meetings and training to discuss policy and technical issues at TNCC.
5. All images must be accompanied by a version readable with a text-only client such

### **Web Site Publishing Policies For Unofficial TNCC Information**

Unofficial information may be posted and maintained by individual TNCC faculty, staff members, and student organizations ("Unofficial Authors"). TNCC does not undertake to edit, screen, monitor, or censor information posted by Unofficial Authors, whether or not originated by Unofficial Authors or third parties, and does not accept any responsibility or liability for such information. Unofficial Authors and third parties are solely responsible for the content and organization of information posted by them, even if such information is accessed through TNCC servers. TNCC wishes to allow the academic community the greatest possible freedom to use these resources creatively and responsibly. Should you discover something out of date or in conflict with TNCC policies, please feel free to contact both the individual author and the webmaster.

### **Editing Delegates for TNCC.edu Website**

Individuals within TNCC may request special editing permissions on the TNCC.edu website ("delegates"). Requests for these privileges must be made in writing and be approved by Web Services and the Vice President for Information Technology. Delegates of Web Services are required to attend training related to these permissions, offered by representatives of Web Services. Delegates are required to adhere to all policy and guidelines of Official websites.

### **Additions or Modifications of Information on TNCC.edu**

Information contained within TNCC.edu can be modified or added by the Office of Web Services under the following guidelines:

Requests for information modification must be submitted, in writing, to the Information Technology TrackIT system. Written approval for the change request must be received, via email, from the supervisor of the requester.

For information to be modified by a delegate of Web Services, written notification of this change must be transmitted, via email, to the College Webmaster ([webmaster@tncc.edu](mailto:webmaster@tncc.edu)). The delegate of Web Services is required to gain written authorization by a supervisor before a change to TNCC.edu is made.

### **Removal of Information from the Web Site**

1. Removal by authors.
  - a. Individual "Unofficial Authors" may decide to remove their personal publications at their discretion, but must notify the Webmaster so that necessary link updates may be accomplished. Authors of Official Information must notify the Webmaster of intent to remove pages at least 30 days in advance, and notification should include rationale of why information is no longer necessary for web site visitors.

## 2. Removal by Web Site Administrators.

- a. Web Site administrators may immediately break the links with the TNCC official site or remove publications and pages found to be unlawful, operating a commercial business or a for-profit activity, or in flagrant violation of copyright laws and regulations. Web Site administrators (Webmaster) may remove publications or pages that show little or no activity, fail to maintain current information, fail to maintain current links, or fail to respond to necessary changes in overall web site policies. In such cases, web administrators will provide to the publisher advance notice of intent in order to allow the publisher to bring the page into compliance with these policies, or to appeal the planned removal.