

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 3  
General Institution

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## **AP 3740 Web Sites**

- 1.0 All official web pages must be approved by the administrator in charge of the program, department, or division that is the subject of the page, in consultation with the campus Department of Academic Computing or with the District Director of Public Affairs. All official web pages must comply with the following procedures, as well as with those established by the colleges and North Orange Continuing Education.
- 2.0 Developers of official web pages are encouraged to utilize the resources of design professionals in the District in order to ensure the highest level of quality in presentation and style. Web pages should be both interesting and informative, while projecting a consistent and cohesive image.
- 3.0 All official home pages must include:
  - 3.1 The name and logo of the appropriate college, or North Orange Continuing Education.
  - 3.2 The North Orange County Community College District name or the abbreviation of the name with a link to the District home page. The District logo may be incorporated if desired, but is not required.
  - 3.3 Disclaimer statement or link to a disclaimer statement.
  - 3.4 Notification when a link is a non-supported District, college or North Orange Continuing Education link.
- 4.0 All official web pages and personal pages (faculty, staff, and student) must include:
  - 4.1 The name of the appropriate department or division and the name and logo of the appropriate college, or North Orange Continuing Education.
  - 4.2 The author of the page, with contact information, such as a “mail to” html tag.
  - 4.3 The most current modification date.
  - 4.4 Disclaimer statement or link to a disclaimer statement.
  - 4.5 All web pages must have links to the appropriate Home Page (Cypress College, Fullerton College, North Orange Continuing Education, or District).
  - 4.6 Notification when a link is a non-supported District, college or North Orange Continuing Education link.
- 5.0 Official home or web pages may not include:
  - 5.1 Any commercial advertising unless provided as part of free software for use with the pages.
  - 5.2 Information on for-profit activities or advertising unless in support of District, college or North Orange Continuing Education activities.

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- 5.3 Links to non-District-supported personal home pages, unless they support the academic, research, and public service mission of the District.
- 5.4 Copyrighted material without proper authorization.
- 6.0 Photographs, drawings, video clips, or sound clips may not be used on a web page without written permission from the owner of the image. In addition, people who are portrayed in such images must sign a release authorizing the use of their likeness unless the image was taken at an event that was clearly public in nature, where it is not feasible to obtain such a release.
- 7.0 Official web pages and their links should be regularly updated to ensure that they are accurate and timely.

See Board Policy 3740, Web Sites; Board Policy 3720, Computer and Electronic Communication Systems; and Administrative Procedure 3720, Computer and Electronic Communication Systems.

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