Colby Web Policy

General oversight of web pages and services is the joint responsibility of the Office of Communications and Information Technology Services.

Only officially approved groups may have designated web page space on Colby web servers.

Departments and other entities have broad discretion in the creation and management of web pages as long as they meet the guidelines and responsibilities outlined here. Each entity must have a designated sponsor who will coordinate efforts to develop web pages. Academic department sponsors must be members of the faculty.

- Sponsors will be responsible for ensuring that the content of the material is accurate, current, and appropriate for online use.
- Out of date or incorrect information may result in web pages being removed. It is expected that in most cases information on the web pages will be updated at least annually, although more frequent updates may be required.
- Sponsors will agree to both create and maintain their sections of the web regardless of staff and student changes.
- Sponsors may designate a contact person to gather, organize, format, update, delete and manage the group's documents. If this function is not performed for any significant length of time, a sponsor's access privileges may be revoked and the group's pages may be removed from network access.

All arrangements with freelance or other contract web development services outside the College must be arranged through the Office of Communications. In no case will write-access permissions be given for contracted web work to anyone who is not a current student, faculty, or staff member. The Acceptable Use Policy for information technology at Colby (included in the student, faculty, and staff handbooks, as well as available online at http://www.colby.edu/its/policies-and-procedures/) prohibits any student, faculty, or staff account holder from sharing his or her account password with anyone.

Various web services permit the creation of personal web pages by students, faculty, and staff. Personal pages are expected to meet the same legal and policy guidelines as the official pages. Personal pages are removed when the person's user account is closed. Limitations on the size of personal sites are imposed through a storage quota.

While the responsibility for the preparation of web pages will reside with each sponsoring entity or individual, the Library, Information Technology Services, and the Office of Communications will provide workshops, documentation, style guides, templates, and other resources to aid in the
creation of high-quality web pages. Colby's web services may not be used in any manner prohibited by law or prohibited by licenses, contracts, or College regulations. Groups or individuals creating or sponsoring web pages are accountable for the information they publish and should be aware of College policies regarding confidential information, harassment, and the Acceptable Use Policy. Areas of concern include but are not limited to:

- Unauthorized use of copyrighted items such as images, audio or video recordings, text, or software.
- Use of pages for the purpose of private financial gain not relevant to the mission of the College.
- Presenting obscene or threatening messages.
- Use of pages to intimidate or single out individuals or groups for denigration or harassment.
- Use of pages to engage in any illegal activity.
- Violation of privacy laws and College policies on the release of personal information, especially those related to FERPA.
- Posting of personal photographs of individuals, except from a public venue, without the permission of the individual subject(s).

In cases where there is a violation of these guidelines or related regulations or laws, a page may be removed from network access while the matter is referred to the appropriate College disciplinary authority. Instances of external reports of copyright violations will be handled under the College policy implementing our registration under the Digital Millennium Copyright Act (available online at "http://www.colby.edu/its/policies-and-procedures/"). Anyone who is uncertain whether a particular use is appropriate should consult with an advisor before creating the page. The Chief Information Officer or the Director of Communications will help anyone to identify the appropriate advisor, who in most cases will be the employee's supervisor or department chair or, in the case of students, a representative of the Dean of Students.

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