

POLICY

The purpose of Ocean County College's Digital Platforms is to enhance the mission of the College. These platforms include web sites, online forums, and social media. Some elements of these platforms are available to the community-at-large while others are restricted to certain segments of the campus community.

All content on these platforms must comply with local, state, and federal law, including ADA Regulations, College policies, and web standards identified in the [Digital Platform Standards Manual](#). All content must also comply with and be directly related to College business or -courses. All statements contained within the content must be consistent with the College culture statements. All digital content, including links to external sites, are subject to review and approval by the College. The College retains the right to remove any material that it deems inappropriate or in violation of statute, regulation, or standards.

College employees or groups wishing to publish digital content should collaborate with the College Relations Office.

Adopted: September 26, 2005

Revised: April 27, 2023

PROCEDURE

A. Web Page Editors

1. Only approved Web Page Editors may create or alter web pages on the College web site.
2. Web Page Editors are designated by the area Vice Presidents and have editorial access only to their designated page(s).
3. All Web Page Editors will complete appropriate training before beginning work on any College web site page(s).
4. Web Page Editors must secure appropriate copyright permissions and model releases to publish any copyrighted work and retain current records of such permissions, subject to review by the College.
5. All computers and services connected through the Ocean County College network infrastructure must comply with technical requirements set by the Information Technology office. Web Page Editors working off campus must use the VPN.
6. The sharing of user ID, password, and system access by Web Page Editors is prohibited.
7. Ocean County College disclaims liability for loss of data and services resulting from user error or technological/natural failures. Web Page Editors should maintain back-up copies of all materials in the event of such occurrences.

B. General Requirements

1. Web pages and links that do not abide by College policy, procedure, or the Web Standards Manual are subject to removal from the College's web servers.
2. The College will determine priority for web pages.
3. All College web site pages, available to the community-at-large, will use templates that follow the design of the web site, using the College's content management system.

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