

## **Exhibit E-3: Web Standards**

### **Web Standards**

The District aims to ensure that all official pages on the District website are accurate, up-to-date, and accessible (see Section 508 Standards.)

- 1.0 Official Web Sites may be created by the District, college, and the divisions, departments, and other subdivisions therein. The official home page is the web page that serves as the initial entry point to the institution's web site.
  - 1.1 Official web pages may be established only for legitimate educational purposes to enhance the District's educational mission and to facilitate the educational process of the District. Official web pages are created for the express purpose of disseminating District educational and administrative information.
  - 1.2 These web pages are the property of the District and are intended to be closed forums. As such, the district reserves the full right and authority to regulate and limit access to them, and to regulate the content of the items posted so they are consistent with the educational purposes of the District.
  - 1.3 Persons wishing to post items on an official web page pertaining to the educational mission of the college may do so under the supervision of the responsible administrator, director, or advisor.
- 2.0 Faculty, staff, and students of the District may establish "personal" web pages that utilize the District's electronic communications systems if the web page is consistent with District standards and does not violate applicable laws, and is established for legitimate educational purposes to enhance the mission of the District.
  - 2.1 Web pages utilizing the District's electronic communications systems are not intended to constitute open forums. The District reserves the right and authority to regulate use of District servers to be consistent with the educational purpose of the District.
- 3.0 Standards and guidelines for the development and maintenance of web pages are established to provide consistency and accuracy of information published on the internet.
  - 3.1 The District reserves the right to require use of content or design elements on District pages, including, but not limited to logos, templates, navigational bars, college colors/fonts, and links to the home page. These requirements are detailed in the Gavilan College Style Guide.
- 4.0 The internet is a fluid environment that offers access to a wide range of information. While the district assumes responsibility for the accuracy and appropriateness of official District web pages, the District is not responsible for personal web pages. Users who believe the content of a personal page is offensive, obscene, violates District policy, or is inconsistent with the generally accepted norms for web page content may register a formal complaint by contacting the Director of Public Information at (408) 848-4724.

5.0 Links to other web sites contain information that is created, published, maintained, or otherwise posted by organizations independent of the District. The District is not responsible for the content of linked web sites and does not endorse, approve, certify, or guarantee the accuracy of any such information.