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GENERAL POLICY

Responsibility for the coordination of all content, design, and accessibility requirements for the RPCC website rests with the Office of Student Services. This policy sets the college's standards for establishing acceptable usage, and creation for the website. The RPCC website is one of the primary communication vehicles between the college and its varied audiences-principally, prospective students and their parents, current students, faculty and staff, alumni, and the surrounding regional community. For many, it will be their first look at the college. Therefore, the site needs to convey RPCC's brand and connect with the right prospective students and all other target audiences in a meaningful and supportive manner.

Website Administration

The River Parishes Community college website provides easy access to information and instructional resources on the internet and fosters collegiality, communication and informed decision-making among faculty, staff and students in support of the learning, teaching, research, scholarship and administration of the institution.

The college website is maintained by the Office of Student Services. The Web Team is responsible for implementing web policy and campus web design guidelines, managing web services, and coordinating campus web publishing efforts. The Web Team makes decisions on the format and organization of information on RPCC's website. All requests for adding departmental information on RPCC's home page should be sent to the Webmaster, and final decisions will be made by the Web Team. All requests can be submitted to webmaster@rpcc.edu.

Information placed on the website plays an important role in developing and maintaining the strong reputation and image of RPCC. All information on the college website must reflect the mission, interest, and standards of the college community and must also comply with local, state, and federal laws.

The college reserves the right to limit or restrict commercial materials on the website.

Violation of website policies will result in immediate revocation of RPCC website publishing privileges.

Security and Privacy

River Parishes Community college is committed to protecting the private information of its website visitors. Any personal information collected through the college's website (www.rpcc.edu) or official

RPCC third-party vendors is used solely for internal college purposes, such as responding to questions or inquiries, sending information about the college, or gathering attendee information for a college event. The college may automatically collect non-personal information, such as IP addresses or geo-locations, to collect statistical information about the website and to better understand website users to improve RPCC processes and outreach to prospective and current students and other users. RPCC does not sell or share personally identifiable or confidential user information collected on the website with any third party, unless required to by law. RPCC uses software programs to monitor network traffic and identify attempts to change information on this website or otherwise cause damage to this site. This information is not reported or used in any manner that would reveal personally identifiable information, except as may be required to support authorized law enforcement investigations.

Accessibility

To offer accessibility to all persons accessing the electronic content offered by River Parishes Community College (RPCC) and in compliance with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, RPCC establishes this policy and procedures for the management and administration of any electronic offering via internet or intranet. This shall apply to all content online developed by, maintained by, or offered through third-party vendors for all content under the control of RPCC.

All content provided by RPCC through direct production or third party provision, shall comply with the standard of accessibility, ADA Title III requirements. That standard shall be WCAG 2.0 Level AA. All third party software purchased or used under agreement by the college will meet these same WCAG 2.0 Level AA standards. The Information Technology office is required to approve all third party purchased and all use contracts to ensure ADA compliance.

Responsible Parties

RPCC uses the resources of a third party accessibility and design vendor (College Inbound) to receive accessibility scan reports (currently from Siteimprove) and perform necessary actions to maintain accessibility at the level stated in this policy.

1. The RPCC web content specialist is the point of contact with our third party accessibility vendor and will work closely with the vendor to identify and correct accessibility issues.
2. Each RPCC web content contributor will work closely with the web content specialist to ensure accessibility of each contributor's area of responsibility.
3. Each division or department with RPCC with a content contributor will ensure accessibility of material posted to its section of the web.
4. Any contributor or staff member engaged electronic delivery of material via the website to internal and/or external stakeholders shall notify the RPCC Information Technology Office and the Web content specialist to inspect or have inspected by the accessibility vendor the material and its delivery for acceptability under this policy.
5. The Web accessibility vendor will regularly review the accessibility of the RPCC website, and will report any content not meeting WCAG 2.0 Level AA compliance along with corrective action.

Review Process

All content will be reviewed following a schedule that is determined based on volume. This schedule should allow for all electronically delivered content to be reviewed once a quarter. The schedule will

be reviewed annually by the Web Developer and eLearning Coordinator to ensure all content is reviewed.

Notice

Appropriate methods of notification shall be built into all existing and future electronic delivery methods. This notice shall be made available to persons with disabilities regarding how to notify the college of content that is inaccessible to them. Requests to rectify the content that is not accessible should be directed to the college's ADA Coordinator located in Student Services.