

## **WEB POLICY**

Temple College encourages the dissemination of the most current and accurate information through the Temple College, East Williamson County Higher Education Center (EWCHEC), and Texas Bioscience Institute (TBI) websites.

The Temple College websites will be used exclusively for the purpose of disseminating official Temple College, EWCHEC, and TBI data and information. They are not to be used for any private or personal purposes.

The College's websites are official publications of the College. All employee Web pages linked to it and housed on the College Web servers or Temple College hosted Web servers also are official publications of the College. As such, the content of these pages will support the College, its programs, faculty, and staff in a manner consistent with its mission.

All Web pages and subsidiary websites must clearly state their affiliation with Temple College by displaying either the Temple College logo and/or the full name, "Temple College." All Temple College websites must be housed and maintained on Temple College servers or Temple College approved hosted servers.

Contents of all Web pages must follow College standards regarding nondiscrimination and copyright and may not contain offensive material or link to Web pages which contain such material. (See the Marketing and Media Relations webpage for guidance.)

Division/Department chairs will designate an employee as content editor to create and maintain the division/department web pages. These pages must comply with the established guidelines found on the Marketing and Media Relations webpage. Subsequent changes to Web pages by content editors will be subject to the approval workflow process, also found on the Marketing and Media Relations webpage.

Individual division heads are ultimately responsible for determining that their respective unit's Web content is current, correct, functional, and standards-compliant.

Temple College will not publish any Web page that contains or promotes illegal materials, obscenity, pornography, harassment, pirated software, copyright infringement, political endorsements, defamation, or libel. The Marketing and Media Relations Office is authorized on behalf of the President to ensure that all official Temple College publications adequately and appropriately reflect Temple College's programs, plans and policies. Content workflow approvers may appeal decisions of the Marketing and Media Relations Office to the Executive Cabinet.

No employee Web page may be used to promote or solicit for personal financial gain.