

Cuesta College Web Page Policies

1. Content

The following policies are applicable to web pages generated by all segments of the campus community.

Web pages that are generated and supported by Cuesta College resources should reflect the college goals contained in the College Mission Statement. (Content should in no way negate or detract from that statement).

Individual web pages by faculty or staff should reflect academic content specific to the area of instruction, general discipline, or campus service that is provided by the individual creating the page.

Parties responsible for creating web pages agree to always include:

- Information (logo or text) identifying the site as part of Cuesta College's site
- A hyperlink leading back to Cuesta 's home page (<http://www.cuesta.edu/>)
- Contact information (e-mail or phone number) on the page
- Up-to-date content/information
- Appropriate Title tags for the page, including the words Cuesta College, or course name & number for all course pages.
- A "last modified" tag indicating how current the contents of the page are
- Technically accurate content (hyperlinks, scripting, etc.).

Content which is not related to instructional or campus-sponsored activities should not be included directly on a Cuesta supported web page, but can be appropriately disclaimed and linked from the Cuesta site using the following text:

"The following link(s) will take you to a site outside the Cuesta College web server. Cuesta College has no control over the content or availability of these sites."

Web pages/sites created by academic or college service departments should reflect content that is related to the general discipline or services of that department.

Cuesta College course listings and degree and certificate requirements should not be quoted on individual or department pages, as this information is subject to change. Please hyperlink to the appropriate course listing on the college web site instead. Contact the webmaster, Catherine Werst, at ext. 3248 or web@cuesta.edu for hyperlink information.

2. Technical Issues

Accessibility:

Web pages must conform to the standards for accessibility as specified in Section 508 of the Rehabilitation Act (www.access-board.gov/sec508/guide/1194.22.htm). There are several ways to check your web pages for compliance with these standards.

Please sign and return top sheet only to Computer Service. Attention: Webmaster

- The Alternate Media Facilitator in the DSPS Department, 546-3100 ext.2825, will meet with you and run a program which analyzes your web site and prompts you to make changes to improve the accessibility of your web pages.
- You submit a work order to Computer Services to install a web accessibility software package on your computer, and then use it to analyze and modify your website.
- You may visit the "Wave" validation service online at <http://wave.webaim.org/> and type your URL (the full address of your page including the http:notation, such as **http://www.cuesta.edu**) and click the submit button. The service will let you know immediately if you need to make changes to your pages to conform to the Section 508 standards, but it won't help you make those changes.

If you need additional help with this service, please contact the Alternate Media Facilitator in the DSPS Department (546-3100 ext.2825) or Computer Services (546-3248).

Space:

Campus Standard is 10MB of disk space for a web site. A web site could belong to an individual or a department. If more than 10MB is needed, please present your needs and the reasons for these needs to the Web Executive Board.

File Names:

File names should contain eight or fewer characters in the file name. For example: "pagetwo.htm" or "pagetwo.html". No special characters or spaces are allowed in the filename. Use all lowercase. **The filename of your site's initial (home) page must be called index.htm or index.html.**

Browser Support:

Web pages will work with, at minimum, the current version of Internet Explorer and Firefox, and one version back.

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