Chapter 5: Administration

Webpages

Adoption:	4/15/98
Revised:	2/3/22
Last Reviewed:	2/2/22 (SGC)
President Approved:	2/16/22
Next Review Date:	2/8/27
Authority:	Hennepin Technical College
Custodian of Policy:	Dean of Enrollment Services

Policy
5HTC.8
Page 1 of 1

POLICY STATEMENT

The purpose of this policy is to establish written guidelines for the appropriate use and dissemination of Hennepin Technical College (HTC) ideas and images online via The Internet.

Provision of Services: The Internet offers students, employees, and other approved organizational partners the ability to disseminate ideas and images to colleagues around the world. Hennepin Technical College has official webpages, e.g., electronic home pages, publication pages, and other pages that carry out official business. Appearance and content of all pages must be consistent with Hennepin Technical College policies and state and federal laws. Webpages may not be used for personal commercial activities, except as otherwise permitted by Hennepin Technical College policy.

Style and Format Guides: Style and format guides which set criteria for acceptable design, content, links, and usage, as vetted through appropriate HTC committees, are to be followed for all official webpages, as well as for employee or student webpages. Content, style and form must comply with established governance practices of the College. Hennepin Technical College guidelines must be followed when using HTC's logo and/or trademark. Information on the Web or Style guidelines can be found in the Web Services section of the HTC website. These pages are subject to institutional oversight and control. A website audit process has been adopted to ensure compliance with Hennepin Technical College guidelines.

Official College Webpages: Official pages are those that represent the college. These pages are created and maintained by designated content managers to disseminate information about the college, its programs, and its resources. The official college webpages are presented in a well-designed, visually appealing, structurally consistent and integrated Web environment. The Web Style/Design Guidelines adhere to the college's graphic standards. Consistent graphic imagery and navigation tools allow users to easily recognize when they are at the Hennepin Technical College Web site and not another institution's or individual's site.

Accessibility Guidelines (ADA Compliance): HTC has made every effort to ensure that the new Website(s) meet the requirements of Section 508 of the Americans with Disabilities Act (ADA). To make sure that your web content preserves this ADA compliance, HTC requires all managers to fill out an HTC Service Desk Ticket at: services.hennepintech.edu.

- Home | Section508.gov

Sanctions for Misconduct: Hennepin Technical College will take all violations to the webpage policy seriously. Employees will be subject to appropriate discipline under the collective bargaining agreement or compensation plan. Students may be subject to any appropriate sanction provided under the college student conduct code.