

Policy: 1.00

Web Content & Editing

Purpose

The Kansas City Kansas Community College's (KCKCC) website, kckcc.edu, is the primary public-facing website for the college. The purpose of the kckcc.edu is two-fold: to market and promote the college and to provide information to the various college constituencies including prospective students, current students, and the communities that we serve. Therefore, the college must maintain a website that contains information that is accurate and up-to-date.

Scope

This policy applies to all programs, departments, divisions, and offices of Kansas City Kansas Community College.

Policy Statement

The website and all public pages accessible via the kckcc.edu domain are subject to review and approval by the Strategic Initiatives and Outreach division. Deans, program coordinators and/or administrative office heads are responsible for the information displayed in their department or division webpages. They are also responsible for appointing a person(s) for training and editing/updating of their department webpages. Final page approval and publishing is the responsibility of the Web Services staff.

Website content must:

- Contain current information that is relevant to and consistent with the college's mission.
- Adhere to college policies, regulations, rules, and guidelines.
- Adhere to the Associated Press writing style.
- Adhere to copyright and trademark laws and policies.
- Not contain any personal, confidential, or illegal information.

When editing webpages or specific sections of webpages, editors should be aware of what websites they are linking to and remember that some people might interpret that website to be associated or approved by KCKCC. The editor is responsible for all information provided on their program webpage.

Website Access and Security

An editor account in the Content Management System (CMS) will be created by the Web Services staff. All editor accounts will only have access to designated sections of webpages. All employees with an editor account are responsible for taking precautions necessary to keep the KCKCC website secure from vandalism, hacking or unauthorized edits. This includes not sharing login credentials with others and keeping their computers secure.

Board Approved: 03/16/2021