Web Page Guidelines Policy

Purpose:

These guidelines are:

1. A supplement to the UH Executive Policy E2.210, “Acceptable use of Information Technology Resources”, which outlines and identifies general policies, procedures, and practices that should be adhered to on a system-wide basis.

2. Basic Hawai‘i Community College (HawCC) information for producing, maintaining, and linking web pages to the official HawCC Internet web site to ensure a degree of consistency, uniformity, and appropriate usage at the College level.

These guidelines are not meant to be how-to instructions on creating web pages. It is assumed the person(s) creating the pages has had prior training or experience making web pages.

General Guidelines:

Hawai‘i Community College is committed to the highest educational and ethical standards. The College’s official web site is subject to the same policies and guidelines that govern electronic media with regard to copyrighted material, photographic images, sound prints, confidential information, and libelous remarks. Materials contained on the web site are expected to reflect HawCC’s educational purpose and regard for ethical behavior. No material that violates any licensing or contractual agreement, law, or College regulation or policy will be allowed on the web site.

Although general responsibility for the HawCC web site resides with its Administrators and the Technology Advisory Committee, HawCC chooses to adopt a decentralized approach to the creation and maintenance of web pages with recognized college-affiliated individuals and units producing and maintaining their own materials and web pages.

It is the responsibility of each individual who uses the Internet resources of the College to be familiar with and abide by all current operational policies, procedures, and guidelines. If College or University policies, procedures, and guidelines are violated or disregarded, HawCC reserves the right to suspend privileges or remove web pages while the matter is referred to the appropriate College body.

1 Supercedes Haw 2.510, August 25, 1999
Revised Procedures issued by Rockne Freitas, Chancellor
Use of Internet Resources:

Internet resources of the College are shared among the entire College community; therefore, everyone using these resources should be considerate of the needs of others and be certain that nothing is done to infringe on or impede on anyone else’s ability to use these resources. On this note, space/size limits on accounts may be enforced to ensure everyone can utilize the server.

Appropriate use of Internet resources include, but are not limited to: College publication; class syllabi; course schedules; departmental requirements; job announcements; post graduate opportunities; campus directory; upcoming lectures; community governance documents; college-related individual home pages.

Inappropriate use of Internet resources include, but are not limited to: confidential material; personal correspondence; advertisements for commercial products or enterprises; software that is not in the public domain; performance evaluations; grades; medical records; hearsay; threatening or defamatory comments; obstruction of usage/access; activities that violate copyright laws; activities that violate University or College rules and regulations; destruction or alteration of data or information belonging to others; activities that violate country, state, or federal laws; impersonating other individuals; creating, using or distributing virus programs or programs that attempt to explore or exploit network security and/or other vulnerabilities; attempts to capture or crack passwords or break encryption protocols; allowing anyone else to use any of your account(s); use of resources for private or personal use.

Webmaster:

The person identified as responsible for the general administration and maintenance of the official HawCC home page/web site shall be considered the, “HawCC Webmaster”. The HawCC Webmaster will be generally responsible for activities such as creating user accounts on the HawCC server, enabling links from the HawCC home page, and providing various levels of technical support for the HawCC web site. The Webmaster reports directly to the Vice Chancellor for Academic Affairs or designee.

All requests for linkage to the HawCC home page must be submitted to the HawCC Webmaster on the “Account and Link Request” form (Attachment 2). The form must first be approved and signed by the unit head to which the individual making the request belongs.

Technology Advisory Committee:

The Technology Advisory Committee will review the entire HawCC web site at least once a year to ensure all web pages and links conform to University and College standards, guidelines and practices.
Links to the Haw CC Home Page:

Web pages are created and maintained by the individual or unit associated with the Hawai'i Community College and are linked to the official HawCC home page. Therefore, each office, department, student organization, instructor, etc. will either designate a contact person or be personally responsible for updating, deleting, and generally maintaining the information posted on their respective web pages.

All Division/Department home pages must contain information identifying the unit responsible for producing and maintaining the page; date of last update; and contact person(s) for comments, questions, and suggestions about the pages. For more detailed information see “Templates and Page Elements” (Attachment 1).

In cases whereby web pages are used for classroom/instructional purposes, the instructor shall be responsible for monitoring the student’s work as well removing all student-created web pages after class completion.

Individuals can choose to create college-related personal home pages on the HawCC server. These college-related pages might include links to non-college-related personal home pages which reside on servers outside the Hawai'i Community College. The College will assume no responsibility for these outside personal pages, for the links from these pages, or for material in sites linked to the College’s web pages/site through these outside personal pages. However, should a complaint arise about material in outside personal pages linked to the College’s, access to that material may be suspended pending further examination and consideration of these materials in relation to relative policies, procedures, and guidelines.

All requests for linkage to the HawCC home page must be submitted to the HawCC Webmaster on the “Account and Link Request” form (Attachment 2). The form must first be approved and signed by the unit head to which the individual making the request belongs.

Design Standards:

Division and Department home pages on the official HawCC Internet web site should have a consistent design that is important to the usability and professional look of the HawCC web pages. Consistent design elements provide:

1. A professional appearance.
2. A visual connection between Divisions/Departments and Hawai'i Community College.
3. Clear differentiation between campus information and other types of information.
4. Quick link for users to return to the HawCC home page.
5. Easy access to the contact person on web pages.
6. Ability for users to determine how recent the information on the page is.
Page Format:

There are a number of elements that MUST be on the Division and Department home pages using the standard look of the HawCC home page. Use the sample “Templates and Page Elements” (Attachment 1) to create the uniform top and bottom elements for the Division/Department home page.

1. The Hawai'i Community College logo at the top of page.
2. Hawai‘i Community College title at the top. (This will be made into a link to return to the HawCC home page.)
3. The body, or main text portion, of the Division/Department page.
4. A plain horizontal line (horizontal rule) after the body of the page to designate the beginning of the footer (area at the bottom).
5. The page footer must contain:
   a) The Hawai‘i Community College logo
   b) Hawai‘i Community College title (made into a link to return to the HawCC home page.)
   c) Name of the person(s) responsible for the page content
   d) Name of contact person(s), if different from above, including a link to his/her e-mail address
   e) Either a last-modified date or a published date for publications

Alternate Forms of Pages:

To ensure that HawCC web page documents are available to as wide a range of people as possible, use standard HTML, which all current browsers should be able to display.

If frames or complex tables are used, include a link to an alternate form of the page that does not utilize frames and tables.

If pages have graphics, include the size in the code for the graphic. Doing so will allow users to begin reading the text of the page long before the page finishes loading. Also use the $ALT=$ format to give a short (5 words or less) description of the graphic. This will relay useful information to people who do not see the graphics.

Some users turn off the option to download graphics to make download time faster. If your pages rely on graphics to convey important information and/or are used as links to other pages, include a text-only version of the page.
Accessibility:

Keep in mind that people may be visually impaired or handicapped in some other way that would require them to “view” the pages through text-to-voice converters or high magnification displays. Inconsiderate or poor page design makes information inaccessible to these people. Pages should be accessible to everyone.

Use colors that contrast well. Text colors that are similar to the background color make reading pages difficult. Also remember that many people will want to print web pages. Backgrounds do not get printed. Light colored text on a dark background looks good on the screen but might not be visible on the printed page.

Be considerate to users who cannot control the mouse (or other pointing device) well, or who have a mouse that does not always cooperate. Any buttons or other areas where users need to click should be large.

Separate multiple links in a paragraph by inserting text between the links. In a list style allow each link to have its own line. Links themselves should be a description of what the user will see when he/she clicks on the link. Do not have a link that simply states “Click here”.

If pages have graphics, include the size in the code for the graphic. Doing so will allow users to begin reading the text of the page long before the page finishes loading. Also use the $ALT=$ format to give a short (5 words or less) description of the graphic. This will relay useful information to people who do not see the graphics.

Avoid long pages that require users to scroll down great distances. Instead, separate the information into smaller pages to make information easy to find.

Do not create links that open new windows. A new window will not allow people to use the “Back” button to return to the previous screen.

Once pages are loaded onto the server, test them for accessibility. The following web site reviews web pages and offers suggestions for improving the page.

Bobby – A tool that analyzes web pages for their accessibility to those with disabilities.  
http://www.cast.org/bobby

For more information, the following web site contains links to pages that give more tips and suggestions for making accessible web pages:

Washington Assistive Technology Alliance – Accessibility and the World Wide Web  
http://www.wata.org/resource/design-for-web.htm
**View the Pages:**

A page accessed via the World Wide Web might look slightly different from the form it had when being created. Check all pages again after they are loaded onto the server.

View the web pages in lynx, a character browser, to be sure that users who do not have a graphical tool can still make use of the information. The following web site converts a web page to show how it would be viewed on a character browser.

   LynxIt! – The Textmode Simulator for Graphical Browsers

In addition, check the pages with more than one graphical browser, such as both Internet Explorer and Netscape, to be sure the pages are readable.
Templates and Page Elements
for Web Pages at Hawai'i Community College

By using templates, the Hawai'i Community College’s Web Site presents a consistent look and feel. Pages on www.hawcc.hawaii.edu have the following standard elements that **MUST** be on the Division and Department home pages.

The **Page Header** (area at the top of the page):
- The Hawai'i Community College logo
- The words: Hawai'i Community College made into a link to return to the HawCC home page

The **Page Body**:
- This is the informational text specific to each page

A plain **Horizontal Line** (horizontal rule) to designate the end of the Body

The **Page Footer** (area at the bottom of the page):
- The Hawai'i Community College logo
- The words: Hawai'i Community College made into a link to return to the HawCC home page
- Name of the person(s) responsible for the page content
- Name of contact person(s), if different from above, including a link to his/her e-mail address
- Either a last-modified date or a published date for publications

*see sample on next page*
Sample Department Home Page
using the required page elements

Welcome to the
________ Department

(Here is information about the Department)
Account and Link Request
for Web Pages at Hawai'i Community College

Date Requested: _________________________
Requester Name: ______________________________________________________________
Campus phone #: ___________________ E-mail address: ___________________________
Division and Department: _______________________________________________________

Brief Description of the web pages: _____________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Division Chair/Unit Head: ______________________________________

For Office Use Only
Date Connected: ___________________ Connected by: _____________________________
URL: ______________________________________________________________________