

NOVA WEBSITE POLICY

Policy Number: This revised policy combines 517 & 518

Categorized: [Information Technology](#)

Responsible Office: VP Strategy, Research and Workforce Innovation

Subject: Website Usage Policy

Related Policies: Website Privacy, Acceptable Computer Use

Procedures: VCCS Information Technology Requirements, Standards and Policies

Effective Date:

Last Reviewed Date: 01/21/2024

1. Policy Statement

NVCC.edu plays an important role in how the college presents itself to the outside world. Information for prospective students, as well as current students, alumni, and visitors, is located on nvcc.edu. The web services office will develop and maintain all college webpages for all academic departments, administrative offices, and other college-related entities.

The official NOVA website, portal, and webpages are owned by the college and intended solely for college-related purposes.

The Office of Marketing and Communications is responsible for the contents of the Northern Virginia College website and expedites webpages for various college constituents. Additionally, the Office of Marketing and Communications maintains the college's content management system (CMS) and various approved standard Web templates, which are mandated for use on most administrative webpages. The office assists and supports designated Web content owners with consultations, design and publishing services, content maintenance, CMS training, and creation of documentation.

The main page of each site or sub site must have the following information readily accessible:

- A prominent link to the referring webpage, whether from the portal or the external website.
- The name and the means of contacting the person(s) responsible for maintaining page content.
- The date of the last revision of the page.

Website privacy and data collection:

- May collect one or more of the following pieces of personal information: your email address, name, social security number, date of birth, phone number, or course assignments. This information is used solely to provide the information or services requested and is not shared with other organizations or used in any other way. If you choose not to provide this personal information, you will be unable to receive some of the services this website offers.
- Collects your IP address, pages browsed, and date and time of your visit for internal statistical purposes only.
- Uses temporary "cookies" only in specific applications that allow for registering for programs or requesting additional information about programs or courses. These temporary cookies, designed to enhance the user's experience, are automatically removed when you exit the site and do not remain on your computer.

- May link to external sites that are not controlled by the policies of Northern Virginia Community College. Users should check the policies of any external sites linked from the College website.
- Safeguards any information gathered in compliance with the laws of the Commonwealth of Virginia and does not supply any gathered information to other individuals or organizations, except in compliance with those laws.

2. Procedures

NOVA Web Guidelines

3. Authority

VCCS Information Technology Requirements, Standards and Policies. Policy Number: 501