

Website Policy

Policy Number: 517

Categorized: [Information Technology](#)

Responsible Office: VP for Strategic Partnerships and Workforce Innovation

Subject: Policy and procedures governing the publication of information on the College website

Related Policies: [Website Privacy](#), [Acceptable Computer Use](#)

Procedures: N/A

Additional Information: [NOVA Web Guidelines](#)

Effective Date:

Last Reviewed Date: 06/25/2020

1. Scope

This policy applies to all academic and administrative units, and all individual authors who publish information on the Northern Virginia Community College website.

2. Policy Statement

Northern Virginia Community College maintains a website to:

- a. effectively market NOVA to the many audiences it serves;
- b. be a reliable source of current and timely information for students, faculty and staff and the wider community;
- c. support and further the instructional, research and administrative activities of the College.

To preserve the security, availability and integrity of NOVA website resources and to protect all users' rights to an open exchange of ideas and information, NOVA has established [guidelines](#) for the responsible use of this resource. Publication of information on the NOVA website is governed by existing NOVA, VCCS, and DHRM policies, Acceptable Use and Information Technology Ethics Agreements.

Institutional NOVA Information

All NOVA websites published by an institutionally recognized NOVA office, program, department or project shall be the administrative responsibility of that group. All questions concerning the content and links of a NOVA website shall be referred to the named site author. NOVA cannot be responsible for information maintained at external sites, but NOVA welcomes feedback if questions or concerns are identified.

Individual Information and Individual NOVA Professional Sites

Individual information may be posted and maintained by individual NOVA faculty and staff members ("Individual Authors") on their professional sites. The purpose of the NOVA Professional Site is to support, complement and enhance the professional activities of faculty, staff and administrators employed by the College.

Information published on a NOVA Professional Site must be the intellectual property of the individual distributing it and must not contain bugs, viruses, or restricted copyright material. Violations of this policy may result in revocation of access, suspension of accounts, disciplinary action or prosecution.

The NOVA Professional Site may not be used for personal financial gain or benefit. Links from Professional Pages to sites intended for personal profit are also prohibited.

Individual Authors and third parties are solely responsible for the content and organization of the information posted by them, even if such information is accessed through the NOVA Professional Site. Content shall not be repurposed in any fashion from Institutional NOVA Information so as to avoid misrepresentation of official college communication. If any individual professional site is in conflict with NOVA or VCCS policy, regulations or statutes of the Commonwealth of Virginia, or federal policy or law, the individual author will be notified and the site may be removed from the NOVA server.

Disclaimer Statement

The following Disclaimer Statement must be linked from the Professional Site of all Individual Authors:

All opinions expressed by individuals purporting to be a current or former student, faculty, or staff member of this institution, on websites not affiliated with Northern Virginia Community College, social media channels, blogs or other online or traditional publications, are solely their opinions and do not necessarily reflect the opinions or values of Northern Virginia Community College, the Virginia Community College System, or the State Board for Community Colleges, which do not endorse and are not responsible or liable for any such content.

Definitions

Individual Authors: Individual NOVA faculty and staff members who publish information on a Professional Site.

Professional Site: A web presence separate from but supported by NOVA Web Services. The content of a Professional Site is the sole responsibility of its Individual Author.

Institutional NOVA Information: Any information published on the NOVA website and affiliated institutional web presences by an officially recognized NOVA office, program, department or project is considered "Institutional" NOVA information.

Professional Information: Any information published on the Web by faculty and staff that is not an "Institutional" site is considered "Professional."

3. Procedures

See [NOVA Web Guidelines](#).

4. Authority