

QCC World Wide Web Publishing Policy

I. Introduction

The QCC web site is an official resource of Quinsigamond Community College. Its primary goal is to implement and enhance the Mission of the College with respect to education and service. (See detail appendix A.)

The official QCC web site provides both a source of useful information and a platform for delivery of services to students and other constituents. Through related links to other sites, it also serves as a communication tool allowing students, faculty and others to share ideas and information in a positive, respectful, responsible manner.

II. General Guidelines

1. All publications must be related to the mission of Quinsigamond Community College.
2. Publishing content on the QCC Website implies agreement with all governing policies and procedures.
3. All publications must abide by the Quinsigamond Community College Information System's Acceptable Use Policy and all other College policies.
4. Use of the QCC Website that violates any local, state, federal or international law is prohibited.
5. Use of the QCC Website that in any way harasses or slanders any individual or organization is prohibited.
6. Commercial use of the Website is prohibited.
7. Quinsigamond Community College is adamantly opposed to censorship; however, the College reserves the right to review and remove any publication or link on the Website. Decisions to remove material will be made by the President or the President's designee. (See details appendix B and C.)

III. Official College Publications

1. Official publications of the College will be maintained by the appropriate academic or administrative department.
2. Departmental managers are responsible for the accuracy and timeliness of such content.
3. All departmental publications must include the College's logo to identify the content as official information.
4. Time-sensitive content regarding campus events and deadlines should be published no later than 72 hours before the occurrence of the event or deadline.
5. Time-sensitive content regarding campus events and deadlines must be removed no later than 48 hours after the occurrence of the event or deadline.

IV. Student Organizations, Staff and Faculty Publications (10 Mb Storage Limit)

1. Student Organization, Faculty, and Staff publications must be related to the organization or individual's job function.
2. Any violation of copyright laws or any other law is the sole responsibility of the individual publisher.
3. Unauthorized publication of software is prohibited.

Appendix A: QCC Website Publications

The QCC web site is considered an official publication of the College; as such it is subject to the same restrictions as any other official College publication. These include the right of College officials to eliminate or edit any materials published, or deny the right to publish information on the official College web site. Any information published by an officially recognized QCC office, project, program, or area such as the academic division or equivalent level is considered official QCC information.

Information published by student organizations, individual faculty and staff is allowed but must be related to the organization's or individual's function at the College. QCC makes no warranties of any kind with regard to availability of web site system resources or protection of individual user's data or published content.

Publication of material on QCC's World Wide Web servers (or request for QCC to maintain a link or location for any web site or other Internet-based resources such as a mail server or newsgroup) implies the publisher's consent to abide by QCC's guidelines.

Appendix B: Quinsigamond Community College Position on Censorship and Free Speech Regarding Web Content

QCC believes freedom of expression is essential to an open, vibrant educational institution. However, QCC also recognizes its responsibilities to protect individual rights to privacy, security and freedom from harassment of any type. QCC maintains the right to review and remove materials from its official web site, and remove links to other web sites or addresses of any Internet content that violate any of these rights. See the [College Information Systems Acceptable Use Policy](#) for a more complete definition of computer harassment.

Appendix C: Content Review and Removal

QCC's Office of the President reserves the right to review, edit and eliminate any content or links to any content, or listings of any web or Internet addresses (including email addresses) that are deemed inappropriate in any way in relation to the school's Mission or published policies.

Appendix D: Publication Procedures

(under construction)