



Policy for Official Business Using Websites

All official business of the college conducted via websites shall be hosted on college servers/platforms and/or approved third party systems. Toward this end, official releases and posting of information shall fall purview to these guidelines, and may not be hosted on websites and systems that have not gained approval of the college to do so. Under current US laws, action may be taken against those hosting websites that claim affiliation with LATTC without proper approval. Personnel charged with the administration and maintenance of such official websites, must be granted access to said resources, per job specification.

All new websites that operate as official business of LATTC must gain approval of the College President per the College Council at the request of the Technology Enhancement Committee (or other logical governing body). If a situation requires immediate action, approval from the appropriate personnel will suffice until the Technology Enhancement Committee, Web Subcommittee, Distance and Distributive Learning Committee, or the Online Program can review the situation for a formal recommendation. Such appropriate personnel are LATTC Administrators, Information Technology (MIS) Manager, Webmaster, and Online Program Coordinator (with regard to online instruction only).

Official business includes, but is not limited to, the following examples:

- College Committee meeting agendas, minutes, and business documents.
- Classroom assignments, grades, required resources following copyright laws, and graded/tracked activities
 - Media hosted on public servers such as YouTube, TeacherTube, SlideShare, etc. is acceptable but must be embedded in college web resources and follow all ADA 508 and Copyright rules in addition to other applicable college policies.
- Student Clubs and Activities