



**Use agreement for non-standard or externally hosted websites**

All of the college and district websites are using the Cascade Server content management system (CMS). The goal of the websites is to be student-centered and provide easy access to information for students, the community and employees of the District. For clear communication purposes, the websites have a unified and consistent image and are compliant with the Americans with Disabilities Act.

All departments, faculty members and staff use the Cascade web templates and the CMS for posting material to the college and District websites. Technicians are available to assist and support those using the CMS.

Faculty and staff members who are considering using or creating college- or district-related websites outside the CMS must first obtain approval from their supervisor and identify how the website will be hosted and funded. No technical support or hosting will be provided for websites outside the CMS. Any college- or district-related website must meet the following parameters:

1. All content on the website must comply with all GCCCD policies and federal, state and local legal requirements.
2. The website must comply with Section 508, the federal law mandating that all electronic technology be accessible to people with disabilities.
3. No student data as defined by FERPA may be stored on the websites.
4. All images and text on the website must be professional, appropriate and reflect positively on the college and district. Any images used must have appropriate copyright permissions, and a Model Release Form must be signed by any students appearing in posted photos.

URL of non-CMS website: (mandatory) \_\_\_\_\_

By signing this document, I agree to abide by these conditions.

Print	Sign	Date
Faculty/staff member		

Dean/Supervisor	Dean, Learning and Technology Resources

The LTR dean must take requests for externally-hosted websites to the college technology committee for review. The committee will report to the District Instructional Technology Advisory Committee (ITAC). Hosting costs for all external websites will be paid for by the individual. Any exceptions must be approved by a college vice president.