

Pellissippi State Community College's web servers provide the college community the opportunity to post materials and information to Internet users locally and around the world by providing users with web page accounts. The posting of materials on any Pellissippi State Community College web server is a privilege, not a right, and is granted with certain restrictions and responsibilities. The misuse of any Pellissippi State Community College web server may result in revoking or denying a user's web page account. All web page users agree to the following:

- I. The content of College-related web site pages must adhere to all Pellissippi State Community College rules and regulations, including [Computer System Use, Policy No. 08:13:05](#). Violators of Policy 08:13:04 and/or 08:13:05 will be subject to appropriate disciplinary action including the removal of documents and revocation of computing accounts.
- II. Use of Pellissippi State Community College web pages for personal use, direct financial gain or commercial use is prohibited.
- III. Web page account users must comply with copyright laws and guidelines by obtaining required permissions from the copyright holders. Account users whose web pages appear not to be in compliance with copyright law may have their pages removed until compliance has been satisfactorily established. Account users who repeatedly offend copyright law will have their account privileges removed.
- IV. Pellissippi State Community College reserves the right to limit the amount of material published on a web server and the right to close a web account if it is determined that it is consuming excessive system resources.
- V. Documents which are threatening, intimidating, or obscene, and/or which create an environment of harassment based on gender, race, religion, ethnic origin, creed, or sexual orientation are prohibited.
- VI. Web page authors are responsible for responding to questions regarding information. An E-mail address of the individual responsible for the posted document must be included on pages.
- VII. World-Wide Web Home Pages must be submitted in Hypertext Markup Language (HTML) format. An existing document may be converted to HTML, retaining much of the layout and graphics. For assistance with HTML formatting, contact the College's Helpdesk.
- VIII. It is expected that other computers belonging to the College will develop the ability to run web servers. The same policies and procedures apply to any computer hosting a home page. Official home pages will continue to originate from www.pstcc.edu, and must be approved before posting. Individual home pages may be hosted on other machines as outlined above.
- IX. Training workshops on establishing accounts, writing HTML, and posting web pages to official and individual web servers will be provided by Information Services staff, including Librarians. Assistance in creation and development of official webpages will be provided by the College's webmasters (Contact Information Center helpdesk for information). The Educational Technology Services staff will assist faculty with the development of classroom related web pages and will provide support in developing web based courses.

- X. Procedures for establishing an Official Web User Account:
- A. Complete a Web Page Development application from Marketing and Communications. Complete the connection application and return it to the director of Marketing and Communications for initial review.
 - B. After obtaining the initial approval, design the page in the appropriate format. The Marketing and Communications Office can help with the scanning of any photo or graphic and can furnish logos. If you need assistance with the home page development process, contact Marketing and Communications.
 - C. The page must be approved by the director of Marketing and Communications, the appropriate department dean or organizational or group advisor, and the appropriate Vice President or the President. After appropriate approvals and signatures are obtained, return the documentation to the director of Marketing and Communications who will contact the Information Services system manager to provide the connection.
 - D. Departments and organizations are responsible for updating their home page as necessary. The Marketing and Communications office will periodically check the page and may require changes to ensure accuracy and to maintain the College's image.
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