

CLUB WEB SITE

POLICY GUIDE:

All club Web sites should be focused on communicating the purpose, mission, and activities of the club for the general student body of Joliet Junior College.

Where are club Web sites located? Club Web sites are located within the site <http://www.jjc.edu/student-life/clubs-orgs/>. Alternatively, if a club is specific to an academic department, it can choose to be hosted within that department's Web site.

How is a new Club Web site created? The club adviser would submit a request through the Helpdesk (<http://helpdesk.jjc.edu>). A member of the LSTS Web team will then contact the adviser and discuss initial set up. Prior to set up, the club advisor is required to receive training on how to update the Web site.

How are Web sites edited? Web sites are contained within the SharePoint content management system. Training is available by contacting Beth Richardson at erichard@jjc.edu or (815) 280-2331.

Who has the ability to edit club Web sites? The club adviser would be set up to edit the club Web site. Students can also be given permission to edit a Club or Organization Web site. The adviser would approve any changes made by the student.

What kind of content can a site have? Content should be directly related to the purpose of the Club and support the JJC general student body. Content should follow the JJC Responsibly Use Policy (www.jjc.edu/info/responsible-use). Content contributors should act responsibly in all Web sites editing and all content updates should be approved by OSA.

Who approves the changes? Pam Dilday and Amy Sims approve any changes made to club Web sites. If a change is not approved and there is dispute over the change, it is suggested the adviser speaks with Pam Dilday and/or Amy Sims.

Can club sites use domains such as [www.\(clubname\).com](http://www.(clubname).com)? It is suggested that Club Web sites use a short Web address established by the LSTS Web team upon request, such as www.jjc.edu/info/chessclub, to be used for promotional materials. Choosing instead to purchase and maintain a separate domain would be at the discretion of each club adviser, and would need to be maintained by that adviser. JJC will not provide support for maintaining a separate domain. Funding for a club domain would need to come from the clubs earned club money.

Can a club choose to host the Club Web site off the JJC Web site? JJC will not provide system resources to host files off of the established JJC Web site structure.

Can a club create a MySpace page, Facebook, or similar Web sites? Yes, though these sites would need to be maintained by the club, and JJC would not be responsible for any of the content contained on these Web sites. A disclaimer on the club's site should state this. Clubs not following guidelines subject to link removal.

Is a club or organization required to have Web site? No, though Club adviser information needs to be listed on the Club listing page at www.jjc.edu/info/clubs. It is recommended that a club only create a Web site if they have the ability to keep the information up to date. A club can also create a single Web page that contains general information about what the club is, who to contact, and when the club meets. The LSTS Web team can set this initially for the club.

Who would a club contact for help updating their site? For help, please call the Helpdesk at (815) 280-4357 or create a helpdesk ticket at <http://helpdesk.jjc.edu>.

Failure to comply with the Club Web Site Policy is subject to removal of access and/or Web site deletion.