

**INTRANET POLICY**

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**A. PURPOSE**

The intranet (i.e. *DC Connect*) is the internal website of Douglas College. This site is designed for the use and benefit of Douglas College employees to assist in their day-to-day jobs and support college business functions. It is also a key communication tool used by Douglas College to provide timely and accurate information to all employees.

*DC Connect* is designed to connect employees, create conversation, and build the Douglas College employee community. It houses the most accurate and up-to-date information, forms, tools, and resources relevant to employees.

The policy ensures that:

- intranet governance structure is clear;
- employees know how to contribute to the intranet; and
- employees understand the different sections of the intranet and their purposes.

**B. SCOPE**

This policy applies to all Douglas College employees.

### C. DEFINITIONS

1. **Content Authors:** Content Authors are assigned the *Contribute* permission level. This allows authors to add, edit and remove content, news and events. This generally applies to department/faculty sites and the Forms and Policies portals.
2. **Department Owners:** Department Owners are those who are responsible for content information on their department/faculty site.

### D. POLICY STATEMENTS

1. Douglas College encourages continuous, effective communication and sharing of information between all employees and departments within the College community. To facilitate this, the College is committed to supporting and maintaining *DC Connect*, an internal website that provides a collaborative and respectful forum for departments and faculties to share information important to the College and its employees.
2. DC Connect governance responsibilities include:
  - a. The **Associate Vice President, Public Affairs** has overall responsibility for the Douglas College intranet.
  - b. The **Enterprise Technology Steering Committee (ETSC)** has the final decision with respect to the look, feel, navigation, and functionality of the College intranet.
  - c. **Marketing and Communication Office (MCO)** has responsibility for the Homepage and the News & Events pages of the intranet. MCO has full editorial control of all sections of the Homepage of the intranet – with the exception of the MarketPlace, where all employees can post classifieds.
  - d. **Centre for Educational and Information Technology (CEIT)** has responsibility to provide technical support for the College intranet and address technical issues that could arise for employees who use the intranet.
  - e. **Administrator's Community of Practice (ACP)** will liaise with Department Owners of department/faculty sites on a regular basis to ensure they add and update information which falls under their remit.
  - f. **Department Owners and Content Authors** have the responsibility to maintain their service / department / faculty area on the College intranet.

### E. PROCEDURES

See *Intranet User Guide* (include link once complete) and *SOP(s)* (to be developed.)

**F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

- [Conflict of Interest](#)
- [Respectful and Inclusive Environment](#)
- [Compliance with the Freedom of Information and Protection of Privacy Act](#)
- [Academic Freedom](#)
- [Access to Douglas College for Advocacy Purposes](#)
- [Use of Douglas College Concourse](#)
- [Standards of Conduct Involving College Employees](#)
- [Use of College Resources](#)
- [Web Management](#)
- [Computer Use Policy](#)
- [Information Security Policy](#)
- [Code of Conduct](#)

**G. RELATED ACTS AND REGULATIONS**

[Freedom of Information and Protection of Privacy Act, \[RSBC 1996\] c.165](#)

[Privacy Act \[RSBC 1996\] c.373](#)

**H. RELATED COLLECTIVE AGREEMENT CLAUSES**

N/A