DOUGLASCOLLEGE

INTRANET POLICY

Policy Name:	Responsible Owner:	Effective Date:
Intranet Policy	VP, Public Affairs	2016 Feb
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Administration	N/A	2024 Sep

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A. PURPOSE

The Douglas College intranet, *DC Connect*, is an internal website designed for the use and benefit of employees at Douglas College (the College), to assist in their day-to-day work and to support College business functions. This policy clarifies the intranet governance structure, as well as its intended use.

B. SCOPE

This policy applies to all College employees in their contributions to and use of *DC Connect*.

Limitation of Scope

This policy does not apply to information-sharing platforms or content access to which is restricted to members of a specific employee group, department, unit or committee within the College (e.g., SharePoint, MicroSoft Teams).

C. DEFINITIONS

Content Authors: Employees assigned the *Contribute* permission level and thereby permitted to add, edit and remove content, news and events. This applies to most areas of the site, excluding most areas of the Homepage.

Department Owners: Employees responsible for information on their department/Faculty site.

Power Users: Employees assigned holistic administrative and technical control of the intranet and thereby permitted to create and remove sites, pages and work flows in addition to the permissions available to Content Authors.

D. POLICY STATEMENTS

1. Douglas College encourages continuous, effective communication and sharing of information among all employees and departments within the College. 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 timely and accurate information, including news, events, forms, user guides, tools and other resources relevant to the operation of the College and to employee development.

2. *DC Connect* is the sole internal website where information related to College business functions and operations is made accessible universally to all employees.

3. *DC Connect* governance responsibilities are apportioned as follows:

   a. The **Vice President, Public Affairs** has overall responsibility for the 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. The **Marketing and Communication Office (MCO)** has responsibility for the Homepage and the News & Events pages of the College intranet. MCO has full editorial control of all sections of the Homepage of the College intranet except the MarketPlace.

   d. The **Centre for Educational and Information Technology (CEIT)** has responsibility for providing technical support and training for the College intranet and for addressing technical issues that could arise for employees using the intranet.

   e. The **Administrators' Community of Practice (ACP)** will liaise with Department Owners of department/Faculty sites regularly to ensure they add and update the information that falls under their remit.

   f. **Department Owners and Content Authors** have the responsibility for maintaining their service/department/Faculty pages on the College intranet.

E. PROCEDURES

See **DC Connect Self Service** (internal users only) for information on the different sections of the College intranet and their purposes, and how to contribute content.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Administration Policies

- *Academic Freedom Policy*
- *Acceptable Use of Computer and Information Technology Policy*
- *College Communications Policy*

- *Conflict of Interest Policy*
- *Information Security Policy*
- *Privacy Policy*
- *Respectful and Inclusive Environment Policy*
- *Respectful Workplace Policy*
- *Use of the Douglas College Concourse and Atriums Policy*

Also see *The Douglas College Code of Conduct for Employees and Contractors*

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 AGREEMENTS

N/A