Web Posting Policy

Purpose

Jobs for Alabama's Graduates (JAG) recognizes the Internet (the "Web") as yet another opportunity to extend a wide variety of resources and information. Jobs for Alabama's Graduates administers its programs consistent with applicable laws governing non-discrimination and diversity. The overarching goal of all Web site content and link posting is to forward the stated goals and objectives of Jobs for Alabama's Graduates.

This policy has been developed in order to streamline the Web site content submission and posting process, to keep the quality of the Web site high, and to protect Jobs for Alabama's Graduates from claims of copyright infringement.

Policy and Standards

1. The JAG State Program Manager and JAG Specialists are allowed to submit content for posting.

2. Every effort should be made to post on a regular basis as soon as new content is available and delete outdated material as soon as it is no longer timely or important. Postings should consists of JAG activities (e.g. community service, I&I Ceremony, District and State Competitions, and other related JAG activities). Videos, photos, and links are acceptable.

3. All Web content submitted must be approved prior to posting. All Web submissions must be sent to the JAG State Program Manager. The JAG State Program Manager reserves the right to reject any content or link that is not aligned with the goals and objectives of Jobs for Alabama's Graduates.

4. Web postings should, insofar as is reasonable, serve the principal goals and objectives of all students associated with Jobs for Alabama's Graduates. A criterion-based activity may be exercised in the development of these postings (e.g. the opportunities judged to best meet the goals and objectives of Jobs for Alabama's Graduates); but, may not be inappropriately exclusionary (e.g. focused the interests of a particular race or gender).

5. Web postings are encouraged to be excellence in design and function.

6. Accuracy is expected. Correct spelling, punctuation, grammar, dates, times, and locations are all vital to facilitate all postings as a professional image for Jobs for Alabama's Graduates. Web postings displaying student work should show factual accuracy and be appropriate to the goals and objectives of Jobs for Alabama's Graduates. This check is to be completed or arranged for by the JAG Specialist.

7. External links must be appropriate. The JAG Specialist must visit and evaluate each link's first few pages (and all subsequent links on that first page) for acceptable content.

8. A photo consent form must be on file for any student whose photograph is being submitting to be posted.

9. Include name of JAG Specialist and JAG students (where applicable).

10. Use easily readable font size and font face, with dark text on a light background or light text on a dark background (avoiding distracting background patterns or textual pages).

11. When naming web files and folders do not use spaces in the file name, any character other than the alphabet, numbers and the underscore "_" or long names (if possible).

Submission of Copyrighted Work

No one affiliated with Jobs for Alabama's Graduates may reproduce any copyrighted work in violation of the law. Copyrighted works include, but are not limited to: text (e.g. articles), images (e.g. photographs), graphics (e.g. logos), sound recordings (e.g. MP3s), video recordings (e.g. movies), or software programs. If a work is copyrighted, there must be express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation.