



Policy Statement

The JCCC website serves to promote the Mission, Vision and Objectives of the Japanese Canadian Cultural Centre. As such, all content will conform and will be in harmony with this service.

Rationale

Definition

Description

Site Management:

The web site is managed under the auspices of the Executive Director who will delegate responsibility for maintenance and upkeep.

Content:

Sourcing of content for the site:

- Is developed internally under the auspices of the Administration in support of the objectives of the Centre.
- Can also be proposed by members of the Centre in good standing by written proposal to the Executive Director.
- Can also be submitted by individuals or corporations or other bodies by written proposal to the Executive Director

Content Exclusions:

Content (and links) on the JCCC web site:

- Must be free of political and religious expression must not promote hatred towards any group of people or individuals.
- Must not contain any information that could embarrass or humiliate an employee, member or attendee.
- Must not promote activities that are in contrast to “purpose” of the site.
- Must not contain any information that could reasonably be assumed to be confidential, if that information is not password secured.

Content Links:

All persons seeking a link from the JCCC web site to another site must make an application in writing.

This application must include (but not be limited to):

- The purpose of the site that is being linked to the JCCC site
- A commitment that should the original purpose change that the JCCC be informed beforehand in writing of the change and that the management reserves the right to terminate the link with no notice.

- Content of sites seeking links to the JCCC is not systematically reviewed by the JCCC. There is no active nor implied support of any site linked to the JCCC and the JCCC provides these links only as a service as long as the site conforms to purposes outlined in this policy.

The Executive Director must maintain a record of these agreements.

All content and links from the Web site to other sources must be approved by the administration and must be periodically reviewed to assure that the links do not reference other content that breaches the “purpose” of this site.

For-profit links from the JCCC are allowed but must meet criteria as developed by the Administration and approved by the Board of Directors. These criteria must include the need for the for-profit link to benefit in some way the “purpose” of the site.

Approval for Content:

Content approval rests with the Executive Director or his/her delegate.

Language:

Content of the website will be translated into Japanese as deemed appropriate by the Executive Director. The Executive Director shall consider the benefit to the membership and the cost implication of the initial translation and on-going maintenance in making the determination.

Site maintenance:

Given the fluid nature of the web environment and the interconnectivity that this policy allows, it is crucial to the integrity of the JCCC that this site be maintained in such a way that it meets the “purpose” as defined above in an effective manner. As such, the Executive Director is required to develop and maintain a maintenance schedule to assure the integrity of the site.

Ownership

Policy History

Approved	April 17, 2006
Revised	xx
Supersedes	

Reference

Procedure ##