



## INTRANET POLICY STATEMENTS

**Policy Name:**  
Intranet Policy

**Responsible Owner:**  
VP, Publications  
2020 Jun

<b>Category:</b> Administration	<b>Replaces:</b> N/A	<b>Next Review:</b> 2024 Sep

- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

### A. PURPOSE

The Douglas College intranet, \_\_\_\_\_, 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 \_\_\_\_\_.

#### 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 \_\_\_\_\_ 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.





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Also see \_\_\_\_\_

#### G. RELATED ACTS AND REGULATIONS

- x \_\_\_\_\_ [RSBC 1996], c. 165
- x \_\_\_\_\_ [RSBC 1996], c. 373

#### H. RELATED COLLECTIVE AGREEMENTS

N/A