

## Idaho Technology Authority (ITA)

### **ENTERPRISE POLICY – P5000 INFORMATION AND DATA**

**Category: P5010 – WEB PUBLISHING**

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#### **I. AUTHORITY**

Authority: Idaho Code [§ 67-833](#)

#### **II. ABSTRACT**

The purpose of this policy is to ensure logical and consistent presentation of web-based materials and services while conforming to federal standards for accessibility by users with disabilities. The requirements of this policy apply to all public-facing web pages registered under the idaho.gov domain.

#### **III. DEFINITIONS**

See ITA Guideline [G105 \(Glossary of Terms\)](#) for any definitions.

#### **IV. POLICY**

1. A Uniform Resource Locator (URL) registered under the Idaho.gov domain must use the registration data of the State agency, and not information of an individual person. The registrant's name, address, telephone number and contact names must be associated with the entity, not a person (e.g., [hostmaster@idaho.gov](mailto:hostmaster@idaho.gov)).
2. All hosting services, cloud services, or other accounts used by a State agency must use the registration data of the State agency, and not information of an individual person. The registrant's name, address, telephone number and contact names must be associated with the agency, not a person (e.g., [hostmaster@idaho.gov](mailto:hostmaster@idaho.gov)).

3. State Web Design Template – Agencies are required to use the State Web Design Template and adhere to ITA Standard [S5120 \(Web Publishing\)](#) to give all websites of State of Idaho a consistent look and navigation experience.
  - A. Fully-coded template files and other online resources are available for the development of agency websites at: <https://training-intranet.idaho.gov/webmaster-resources/>
4. Compliance is required for the following:
  - A. [Americans with Disabilities Act \(ADA\)](#)
  - B. [Section 508 of the Workforce Investment Act of 1998](#)
  - C. [Web Content Accessibility Guidelines \(WCAG\)](#) – Most current enforceable standards
5. Contact Information – Multi-channel contact information, or a link to such information, shall be included on all web pages.
6. Paid Advertising – Paid advertising is not permitted on any State website.
7. Web Content – The State of Idaho internet and intranet servers may not be used for storage and/or presentation of the following content:
  - A. Materials that promote illegal and/or harmful conduct, the use or availability of illegal drugs, and/or pornography;
  - B. Political materials that have not been prepared by the appropriate State agency; or
  - C. Materials specific to elective campaigns for any individual running for elective office and/or for any political party.
8. Links to External Websites – Links to external websites must be used with caution. The following rules apply:
  - A. When linking to an external website or website where the content is not under agency control, notification must clearly indicate the user is leaving an Idaho website;
  - B. No state of Idaho webpage shall contain links to websites that do any of the following:
    - I. Advocates or opposes any politically, environmentally, or socially controversial subjects, issues, political parties, or individual political candidates for any public office;
    - II. Is disparaging to any person or class of persons;

- III. Promotes or incites illegal, violent, and/or obscene conduct, the use or availability of illegal drugs, and/or pornography;
- IV. Has content that knowingly infringes on any trademark, copyright, or patent right(s) of any other person or business; or
- V. Link to an external website in exchange for any payment or thing of value.

C. Any link to a website containing the above material must be removed upon discovery.

## **V. EXEMPTION PROCESS**

Refer to ITA Policy [P1010 \(Information Technology Policies, Standards, and Guidelines Framework\)](#).

## **VI. PROCEDURE REFERENCE**

ITA Policy [P1020 \(Idaho.gov Portal Privacy Notice\)](#)

ITA Standard [S4221 \(Metatags\)](#)

ITA Standard [S5120 \(Web Publishing\)](#)

ITA Guideline [G310 \(Web Publishing\)](#)

## **VII. CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 605-4064.

## **VIII. ADDITIONAL RESOURCES**

[Americans with Disabilities Act \(ADA\)](#)

[Section 508 of the Workforce Investment Act of 1998](#)

[Web Content Accessibility Guidelines \(WCAG\)](#)

## **REVISION HISTORY**

02/18/25 – Fixed formatting. Moved definitions to G105. Added ITA S5120 as a reference. Updated language around embedding content to allow for external content and media within the policy specifications. Updated web reference for templates. Removed references to duplicate web standards. Linked additional resources.

05/30/19 – Revised to modernize Sections II, III, and IV.

07/01/18 – Updated Idaho statute references.

05/15/15 – Revised to assure that URL ownership, hosting or services are under State control.

07/22/14 – Updated Section I. Authority to be consistent with Idaho statute.

07/01/13 – Changes “ITRMC” to “ITA”

04/22/09 – Updated the policy section to require agencies to use the State Web Design Template. Updated the Links to External Websites section to include Dot.Gov policy language. Provided a list of cross-referenced documents. Added a Review Cycle section. Adjusted the language so that it would be consistent with the Web Publishing Standard (S5120) and Web Publishing Guideline (G310).

DDate Established: April 24, 2002