

# Village of West Jefferson Website Policy

## Purpose

The Village of West Jefferson provides this website as a public service to provide information about Village services, officials and local events and attractions. In establishing and maintaining its official website, the Village does not intend in any manner to create a forum or other means by which public discourse, exchange of opinions, or discussion on issues of any nature may occur. Rather the sole and limited purpose of the Village's website and permitted external links is to provide information of a factual nature about the Village of West Jefferson including various services and resources available within and around the Village, or which may be available from other governmental agencies.

The Village's official website is located at <https://www.westjeffersonohio.gov>

## Goal

The goal of this website is to encourage increased citizen participation in Village government by making public information more readily available through a logical single point of entry.

## Objectives

- Make it easy to find the most used or requested information.
- Establish a process for posting content in a timely and accurate manner.
- Provide a calendar of events which lists all public meetings.
- Provide 24-hour access to important village information.
- Provide online forms and information needed for various licenses, registrations and income taxes.

## Roles and Responsibilities

- Website Management: The Special Events Committee of Village Council provides oversight and determinations for the management of the website.
- Website Administrator: Determines high-level technical tasks such as website configuration changes, programming and website enhancements.
- Website Content Manager: Reviews and approves website content. Ensures compliance with website content guidelines. Refers compliance questions to the Special Events Committee.

## External Links Policy

The Village's website may provide links to other websites which also serve the purpose of encouraging citizen participation in government, promoting local attractions and informing the public of useful information. The Village is not responsible for and does not endorse the information on any links unless the Village's website states otherwise. The following criteria will be used to evaluate and approve requests for website links.

- Government and/or educational institutions.
- Organizations with relationships to the Village. (Including but not limited to organizations sponsoring or participating in Village activities or programs.)
- Generally recognized community organizations.
- Organizations providing information about art, cultural, or sporting activities in the community.
- Organizations providing information about tourist attractions in the area.
- Village sponsored social networking sites.
- Social networking sites which meet the criteria described above and are consistent with Village purposes.

If a particular request does not meet the approved criteria, the Special Events Committee will decide if the request should be approved.

The Village website will not provide direct links to external or social networking sites which are strictly commercial, political or religious in nature. Individual or personal sites, discussion pages or any type of solicitation are also prohibited.

### **Links Disclaimer**

The Village of West Jefferson is not responsible for the content, quality, or accuracy of any offsite or linked materials referenced on the Village website. By using the Village website, the user acknowledges and accepts the Village is not responsible for any materials stored on other websites, nor is it liable for any inaccurate, defamatory, offensive, or illegal materials found on other websites.

### **Privacy Statement**

All Village computer systems are subject to monitoring at all times to assure proper functioning of the systems, to provide security for the system's operation and the information contained therein, to prevent unauthorized use, and to deter and investigate violations of law. There is no reasonable expectation of privacy in the use of this public computer system. If you send the Village an email which contains personally identifiable information, the information will be used to respond to you. Certain email may constitute a public record and may be subject to disclosure under state law. When you access a link through the Village's website, you are subject to the privacy policy of the new site.

### **Accessibility Policy**

The Village of West Jefferson is committed to compliance with the American with Disabilities Act (ADA). It does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, reasonable accommodation that does not create an undue hardship on the Village, will be made to allow individuals with disabilities access to the communications regarding Village services, programs, or activities set forth on the Village website. Information is also available at Village Hall.

The Village of West Jefferson is committed to making information on this website accessible to all users, regardless of disabilities and/or other special needs.

In addition, our site promotes accessibility by:

- Using consistent, easy to understand navigation and presentation.
- Minimizing web page loading time to accommodate slower connections.
- Posting content in widely used format and styling to provide compatibility with the widest number of web browsing and software platforms.

### **General Disclaimer**

The Village of West Jefferson has made every possible effort to ensure the accuracy of the information provided in this website. However, due to the possibility of unauthorized modification of the data, transmission errors, or other aspects of electronic communication which are beyond the Village's control, the Village makes no claims, promises, or guarantees about the absolute accuracy or completeness of the content, and expressly disclaims liability for errors and omissions. No warranty of any kind is given with the respect to the contents of this website or its hyperlinks to other internet resources.