

Boone County Website Policy

Policy Approved by Boone County Board of Supervisors on Jan. 19, 2010

Disclaimer

Some of the links made available to site users through the County of Boone's website will allow site users to leave the County's site. Please be aware that the Internet sites available through these links, and the materials that site users may find at those sites are not provided by, endorsed by or are under the control of the County. Therefore, the County cannot and does not make any representation to site users about these sites or the materials available on the sites. The fact that site users may be able to access these additional sites from the County's web site is not an endorsement or recommendation to site users by the County of any of these sites or any material found there. The County is providing these links only as a convenience to site users, and access to these additional sites is done at your own risk. The materials and information contained on or obtained from this website, are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on this website, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user. The County of Boone is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the site whether the materials contained on the website are provided by the County of Boone or a third party.

Disclosure Policy

The following Disclosure Policy explains the County of Boone's policy regarding any information site users may acquire when visiting the County's official web sites <http://www.co.Boone.ia.us>, www.Boonecounty.iowa.gov, www.boonelandfill.org (each domain, alone and collectively, is considered the County web site, which may expand or change from time to time). By using the County site, site users agree, without limitation or qualification, to be bound by this Disclosure Policy or any other privacy or data collection policy applicable to any individual County web site. This disclosure makes no warranties or representations for any web sites that are not one of the aforementioned domains.

- 1) The County's web servers are maintained to provide public access to County information via the Internet. The County's web services and the content of its web servers and databases are updated on a continual basis. While the County attempts to keep its web information accurate and timely, the County neither warrants nor makes representations or endorsements as to the quality, content, accuracy, or completeness of the information, text, graphics, hyperlinks, and other items contained on this server or any other server. Site materials have been compiled from a variety of sources, and are subject to change without notice from the County as a result of updates and corrections. To the extent permitted by law, commercial use of web materials is prohibited without the written permission of the County.
- 2) The County does not warrant that the functions contained in the materials will be uninterrupted or error-free, or that defects will be promptly corrected.
- 3) All service marks and trademarks mentioned herein are the property of their respective owners. The County retains copyright on all text, graphic images, and other content. This means that you may not do the following, unless you have written permission from the County:
 - a) modify and/or re-use text, images or other web content from a County server,
 - b) distribute the County's web content, and
 - c) "mirror" the County's information on a non-County server.
- 4) Some of the hyperlinks on this and subsequent pages may lead to resources outside the County. The presence of these hyperlinks should not be construed as an endorsement by the County of these sites or their content. The County is not responsible for the content or the privacy policies of any such external hyperlink.
- 5) Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the County or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the County

or any of its agencies, officers, employees, agents, or representatives, where notice to the County is required by any federal, state or local laws, rules, or regulations.

6) The County of Boone is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations, including equal access to communications, will be provided upon request. Requests for reasonable accommodations, with regard to equal access to communications, should be directed to the at webmaster@Boonecounty.iowa.gov

7) The County is neither responsible nor liable for any viruses or other contamination of your system, nor for any delays, inaccuracies, errors or omissions arising out of site users use of the site or with respect to the material contained on the site, including without limitation, any material posted on the site. This site and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The County is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials contained on the site whether the materials contained on the site are provided by the County, or a third party.

8) The County web site employs industry-standard methods to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. The County uses reasonable precautions to keep the personal information disclosed to the County secure.

9) The County web site is coordinated and maintained by the IT Department. Web content is produced by each department and division within the County, and is the sole responsibility of the respective department and division. Boone County IT may be contacted by mail at 201 State St, Ste 105, Boone IA, 50036 or by e-mail at webmaster@boonecounty.iowa.gov or WebMaster@co.Boone.ia.us.

Privacy Policy

The following Privacy Policy explains the County of Boone's policy regarding any information site users may supply to us when visiting the County's official web sites www.Boonecounty.iowa.gov, www.co.Boone.ia.us, (each domain, alone and collectively, is considered the County web site, which may expand or change from time to time). By using the County site, site users agree, without limitation or qualification, to be bound by this Privacy Policy or any other disclosure or data collection policy applicable to any individual County web site. This disclosure makes no warranties or representations for any web sites that are not one of the aforementioned domains.

1) On certain occasions, the public has opportunities to share personal information online with the County in order to facilitate better correspondence and service. This information includes but is not limited to e-mail addresses, responses to surveys, registering for services and new services to be created. The County of Boone will not sell any information provided through this website. Personally identifiable information maintained by the government is a "government record". In addition, there may be other laws that require public access to personally identifiable information.

2) The County only requires the personal information necessary in order to provide effective service. At times you may be offered an opportunity to provide the County with additional information on a voluntary basis; this additional information enables the County to provide site users with improved service.

3) By providing e-mail addresses provided at registration or otherwise, users are giving the County permission to periodically send out e-mail newsletters and promotional email to our users about web site updates, and product and service information offered by the County.

4) Users may indicate that they do not wish to receive e-mail information from the County. Upon request, the County will remove users, and their information, from the County database or permit them to elect not to receive any further e-mail newsletters or contact. This may be done online by "unsubscribing."

5) The County encourages parents to go on-line with their children. Children are not restricted from visiting the County site. The County urges children to get permission from their parents or guardians before giving any information online.

Responsibility of Content

Departmental – Each Department is responsible for providing and maintaining information on their department's portion of the site. Each department head is responsible for maintaining quality of information that is accurate and understandable. Every office will have two levels of users - basic editors and advanced editors. Basic editors will be able to edit a page but it will not be published until an advanced editor publishes it to the website. Advanced users will have full rights to their portion of the site.

External Entity – Any Company, function or group accepted to participate in the Official Boone County Website by the Web Governance Committee will be allowed to provide a limited amount content on

one page for the website. The page is not intended to replace the company function or group's website rather supplement the entities website. The information should be static information about facilities and functions, the information cannot contain hours, rates, dates (with exception to official festivals) or any other modular data. The information must contain a link to the Entities website.

External Link Policy

It is the purpose of the Boone County Government website to provide accurate, non-editorial content that will inform Boone County citizens about the services, operations and projects of Boone County Government. In addition, the website is used to facilitate the delivery of services provided by the County of Boone to its citizens and other customers. All County of Boone departments and divisions are eligible to submit content or request the posting or hypertext linking of appropriate information to support their mission or service initiatives. The County of Boone permits the establishment of links to external websites on the County's Official website solely in conformance with this policy. In establishing and maintaining its official website, the County does not intend in any manner to create a forum or other means by which public disclosure, exchange of opinions, or discussion on issues of any nature may occur. Rather, the sole and limited purpose of this County's website and permitted external links is to provide non-political and/or non-religious information of a factual nature about the County of Boone including various services and resources available within and around the County, or as may be available from other government agencies. Each department head is responsible for their department's portion of the site, the Board of Supervisors is responsible for the oversight of the County of Boone website. The IT Department is the assigned department to assist the Board of Supervisors, and managing editing permissions. Comments about this site are welcome from any source and are always greatly appreciated. The security of the information provided to the County of Boone is important. However, the Boone County Government website includes links to other websites, and when someone chooses to visit those websites, the County of Boone shall not be responsible for their privacy policies or how they treat user information. The County of Boone is not responsible for the actions and policies of these third parties, and all users should review the privacy policies of these parties when supplying personally identifiable information to them.

Links from Boone County Government Website

Organizations wishing to establish external links on the County's website must submit a request in writing to:

Email: webmaster@boonecounty.iowa.gov or webmaster@co.boone.ia.us

Mail: County of Boone

IT Department Ste 105

201 State St.

Boone, IA 50036

This request shall contain all information necessary to verify the facts as stated and is necessary to establish that the proposed link is in compliance with this policy. Consistent with the foregoing policy, it is the County's policy to limit external links to the following kinds of entities and organizations:

- Sites that are owned and managed by a state, local or federal governmental agency or local school board;
- Museums, libraries, historical organization and similar kinds of established, bona fide organizations that provide cultural resources to residents and visitors of the County;
- Public and private, bona fide educational institutions;
- Public Utilities;
- Sites that are maintained by an organization or cosponsor that receives direct financial support from the County
- Sites that have a direct contractual relationship with the County for the provision of goods and/or services
- Sites that provide a unique online resource that will assist in the provision of services and/or information that compliment the purpose of the County's web presence as outlined above
- Sites that provide non-profit/non-religious services that support the mission of the County of Boone

- Sites that are informational about the county or tourism in Boone County that include for-profit-businesses that are tourism based.

In order to avoid the appearance of County endorsement of political content, links shall not be made to web sites that are associated with, sponsored by, or serving a candidate for elected office or any political party or organization supporting or seeking to defeat any candidate for elective office or ballot issue or question.

External links will **not** be made to sites that fall within any of the following criteria, as determined by the web governance committee:

- Sites that are owned or managed by a political party, candidate or special interest group or are of a political nature that are associated with, sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.
- Sites that are designed to collect funds for any charitable cause.
- Sites that are owned, managed or provide content for commercial entities that do not have a direct contractual relationship with the County for the provision of goods and/or services unless it is an informational site about the county or tourism. To be considered tourism the company and facility must be located in Boone County. The facility must be open to the public with inherent or exhibited cultural value, historical significance, natural or built beauty or amusement opportunities. Some examples include historical places, [monuments](#), [zoos](#), [aquaria](#), [museums](#) and [art galleries](#), [botanical gardens](#), buildings and structures (e.g. [libraries](#), [skyscrapers](#), [bridges](#)), State [parks](#) and [forests](#), [theme parks](#) and [carnivals](#), [living history museums](#), [historic trains](#) and cultural events. Camping recreation sites must fit Planning and Development code for campsites.
- Sites containing any materials that may reasonably be considered scurrilous or offensive. Offensive materials are defined as sexual content or images, slurs against race, religious or political beliefs, age, gender, sexual orientation, national origin or physical attributes The County of Boone reserves the right to 1) deny an external link application to any person, business or organization when it is determined, following review of a complete application, that the entity or organization for which application is made does not meet the criteria set forth in this policy; 2) deny an external link application to any person, business or organization which fails to provide all required information, or fails to provide truthful information.

Removal of Content

The County reserves the right to remove any external link if the nature of the organization or business to which the link relates no longer complies with the County's external link policy:

- 1) to discontinue an external link at any time if entities' website provides or promotes false, slanderous, illegal, immoral, or incorrect information at any time, or;
- 2) to revise this policy without prior notice when to do so is deemed to be in the best interests of the County of Boone. Any use of the materials stored on the County's website is prohibited without the written permission of the County of Boone. The County of Boone retains all intellectual property rights including copyrights on all text, graphic images and other content. This means that the following acts or activities are prohibited without prior, written permission from the County of Boone: 1) modify and/or re-use text, images or other web content from a County server; 2) distribute the County's web content; or 3) "mirror" the County's information on a non-County server.

Calendar

The County Calendar is a service offered for web site visitors as part of the main County website. The purpose of the County Calendar is to provide a central location for web site visitors to easily find information, dates and times of County meetings, Holidays, County Sponsored or Co-Sponsored Festivals and Events, Departmental Activities and Events. The County Calendar is designed to be a service to web site visitors. The County Calendar is not a public forum or community calendar. The calendar is specifically for the use of County Staff to post events that are in direct support of County department's mission statement. Calendar items are considered web site content and thus subject to approval of a Departmental Administrator, with dispute resolution resting with the Website Governance Committee. From time to time, categories may be added or deleted as staff finds and identifies new Calendar item categories or finds that existing categories are obsolete. To the best of

the ability of County Staff, calendar items are correct and timely. However, the County Calendar is not intended to serve as official notice of meetings or events. Users should confirm information regarding events with the posting department.

Spot Light

The County Spot light piece of the website is a service offered for website visitors as part of the main County website. The purpose of the County Spotlight is to provide a promotional piece to County projects, initiatives or events. Spotlight Content is subject to approval of Department Administrators or the Web Governances Committee. A spotlighted Event must be up for two weeks prior to the event and must be removed within one week of the event. No Spotlight story can be up for more than four weeks. Sponsoring Departments are required to submit content and photos to Boone County IT for them to be approved by the Web Governance Committee. To the best of the ability of County Staff, the Spotlight items are to be correct and timely. However, the spotlight is not intended to serve as official notice of meeting or events. The spotlight will not be used for general commercial advertisement. The Spotlight can be used for commercial events, or festivals, however, no one commercial company, or group can be put in community spotlight more than once in an 18 month cycle. Users should confirm information regarding events with the posting department.

Copyright Notice

Duplication or use of any content from this website for commercial purposes or in any manner likely to give the impression of official approval by the County of Boone is prohibited. The website Copyright 2010 County of Boone.