



WEBSITE MANAGEMENT POLICY

Scope of this policy

This policy covers the website found at the following URL: osageco.org

The materials contained on the above website are deemed to be for general information purposes only and do not constitute legal or professional advice. Osage County Kansas does not accept any responsibility for any loss which may arise from accessing or relying upon on information contained in this website.

Policy statement

The Osage County Board of County Commissioners are responsible for selection of the members of the Osage County Website Support Committee (WSC) and the approval of this policy.

The Osage County Website Support Committee (WSC) has responsibility for the management of the website including:

- Ensuring content is up to date;
- Ensuring content does not infringe copyright;
- Specifying conditions for downloading material;
- Ensuring compliance with the Disability and the Equality Act 2010;
- Overseeing linking arrangements;
- Responding to Webmaster notifications

The WSC may delegate responsibility for inputting and maintaining the website however, accountability for any content that is shown on the website remains with the WSC.

The Osage County Department Heads have the responsibility to provide or maintain content for their department page(s) on the website, and respond to notifications of website updates needed by the WSC in a timely manner.

Content Management

- We will only publish on our website content that is appropriate for publishing in any other medium;
- Website content must be clear, unambiguous, up-to-date and relevant to our business and services;
- Content must be reviewed by the WSC;
- Website content should be:
 - grammatically correct and with no spelling mistakes
 - reviewed by another member of staff, preferably from the same department, for accuracy
 - accurate and up-to-date
 - does not include any breach of copyright or other intellectual property rights

- does not breach client confidentiality
- is not discriminatory
- Civic Plus Software will maintain a log of all website content.

Links to third party sites

This website may include hyperlinks to websites operated by other parties. Osage County Kansas is not responsible for examining or evaluating them and their inclusion does not imply endorsement of their content. Osage County Kansas does not receive any fee from any website owner who may be cited or linked to from the website. All external links should be considered for information only purposes.

The WSC should ensure any links are:

- Relevant and appropriate
- Operating effectively, and
- Where appropriate, reciprocated

Accessibility

We are committed to making our website accessible for all our website visitors.


If you wish to make any suggestions on how we can improve the accessibility of our website, please contact the WSC.

Approval

This policy was approved by: Osage County Board of County Commissioners:

DATE:

12/5/22


Fred Davis
Heather Keady

