

# **Town of Shutesbury Website Policy**

Policy Number 020618, 12/272016

## Goal and Purpose

The goals of the town of Shutesbury website are to 1) encourage increased awareness about Shutesbury and to make information about the town accessible to residents and visitors and 2) to keep the public informed of local governmental events and developments. The purpose is to provide information of a factual nature about the Town of Shutesbury government and to provide links that are educational or informational for Shutesbury residents and visitors interested in the town of Shutesbury.

In establishing and maintaining its official web site, the town 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.

## Confidentiality and Public Records

The Massachusetts Public Records laws apply to information on this website. No confidential information is posted on the Town website on the town's website. All contents in this web site are public information.

## Committee

The Selectboard shall appoint a Web/Communications Committee whose charge includes maintaining the town's web site and providing guidance to the Select Board regarding website related matters.

The Shutesbury Selectboard is the ultimate governing authority of the town's website policy. The Web/Communications Committee is subject to the authority of the Selectboard

The Web/Communications Committee shall carry out the intent of this website policy which may include defining the look and feel of the web site or deciding who may post information on the site. Within reason, at the discretion of the Web/Communications Committee Chair, the Committee will provide support to town committees, departments, employees and volunteers interested in posting information on the website. Complaints about any aspect of Web policy and implementation should be brought first to the attention of the Web/Communications Committee. If a complainant is unsatisfied, he or she may appeal to the Selectboard.

The Selectboard reserves the right to make changes to web policy at any time. The Web/Communications Committee will review this policy from time to time so that it may make recommendations to the Selectboard.

## Links

Web links that are not directed to Shutesbury governmental services or official state and federal sites will be allowed if they provide information that is educational or beneficial to the residents of Shutesbury or to visitors to the website looking for information about Shutesbury. The town is not responsible for and does not endorse the information on any linked web site unless the town's

web site states otherwise. No web links shall be made to promote commercial or political interests.

Disclaimer

The Town of Shutesbury maintains this web site to enhance public access to the town's governmental information. This is a service that is continually under development. While we try to keep the information timely and accurate, we can make no guarantees. We will make an effort to correct errors brought to our attention. Users should be aware that the information available on this web site may not always reflect actual positions of the town.

With respect to documents available from this web site, neither the Town of Shutesbury nor any of its employees assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe on privately owned rights.