Appleton with Eaton website charter

This charter sets out the constitution of the Appleton with Eaton website and the rules under which it operates.

Constitution

## Aims of the website

1. To be a comprehensive guide to the events and organisations in Appleton and Eaton, including all activities and facilities, enabling all residents to be involved more in village life.
2. To help all residents understand how the villages are run and make it easier to access local services.

## Ownership

The moral ownership of the website sits with the residents of Appleton with Eaton parish, with the Editors as their representatives.

The legal ownership of the website sits with the Appleton with Eaton Parish Council.

## Visitors

Visitors are those people that choose to view the website. The website is open to visitors from anywhere on the Internet without restriction.

The website aims to satisfy the following reasonable expectations of visitors:

1. The quality of the content is at least of a reasonable standard;
2. Any commercial affiliations are fully disclosed;
3. The terms and conditions under which they use the site are easily available;
4. Their queries are responded to politely and within a reasonable timeframe;
5. The website content is served sufficiently quickly to any computer with a reasonable Internet connection and within the UK;
6. Their privacy will be respected;
7. All visitors can use it equally.

## Authors

Authors are volunteers who provide content on the website related to a specific function they perform in Appleton and Eaton.

Any resident of Appleton or Eaton can volunteer to be an Author. To be an Author any volunteer must demonstrate:

1. They perform a function for Appleton and Eaton;
2. That function is suitable to be promoted through the website;
3. They have the consent of the others involved in that function to be a nominated Author;
4. They will abide by this charter and the terms and conditions of the website.

Authors are restricted to only being able to add, amend and delete content that relates to the function they perform.

An example is the Appleton Cricket Club, who may choose to nominate an individual to maintain a set of pages on the site about the club, add relevant news items and respond to queries sent via the website.

## Editors

Editors are volunteers who work on the website managing users, managing content, monitoring usage, responding to queries, training Authors and ensuring compliance with this charter and the terms and conditions.

Any resident of Appleton and Eaton can volunteer to be an Editor. To be an Editor any volunteer must demonstrate:

1. They have the time to dedicate to the role of an Editor;
2. They have some relevant skills to bring whether that is in the technical side, the use of language, marketing and promotions, legal advice or other;
3. They are trustworthy;
4. They will abide by this charter and the terms and conditions of the website.

## Systems administrators

Systems Administrators are technically proficient individuals who maintain the technical operation of the site. Systems Administrators are appointed by the Editors.

## Content

The content of the website as maintained by the Authors and Editors will:

1. Be up to date, relevant, accurate and objective.
2. Not bring into disrepute the residents, Parish Council or any other activity or facility of Appleton or Eaton.
3. Be original and will not include content that is someone else’s

copyright (without permission and acknowledgement), and does not include anything that is libelous, illegal or infringes anyone’s

copyright or other rights.

The editors have the right to remove any content that they consider contravenes these content guidelines. If there is dispute the Parish Council will serve as final arbitrators.

All content, unless specifically indicated otherwise, has the copyright assigned to the legal owner, Appleton with Eaton Parish Council.

## Terms and Conditions

The website will always provide a set of legally binding terms and conditions that govern the use of the website by any user of the site. These terms and conditions will at least cover the following areas:

1. Quality expectations of visitors;
2. Intellectual property rights, including copyright of donated material and use of third party material;
3. Disclaimers limiting liability to anyone who chooses to rely on the information provided;
4. Acceptable use;
5. Privacy.

Rules of operation

## Access to the Terms and Conditions

The terms and conditions will be publicly accessible on the website.

## Web styling

The web styling (CSS, images, fonts, etc) of the site will be chosen to be:

1. Accessible to young and old residents alike; with readable font size(Preferably Font 16)
2. Lightweight enough to allow reasonably fast access for those on the lowest broadband speeds in Appleton or Eaton;
3. Usable on the type of device generally used by residents.

## Copyright

Unless otherwise stated, the copyright of all content published on the website belongs to the Parish Council.

## Contact form

The website will provide a form or email address for any visitor to contact the Editors. This need not display the names or email addresses of the visitors.

November 2015