WOODLAND HILLS ROCK CHIPPERS, INC (WHRC)
Internet Acceptable Posting Policy (APP) for Officers & Members approved 7/12/2011

Rationale:

WHRC web pages are public documents welcoming the outside world to the Society and linking Officers and members to sources of information. Guidelines are required in the construction of WHRC web pages to ensure that information on the pages is appropriate for any Internet user from within the community and around the world to access. Web pages should support the aims of WHRC.

In producing web pages, the following goals should be considered:

1. Introducing outside visitors to the WHRC and/or Committees and its programs,

2. Fostering communication of information between the Society and the community,

3. Sharing the WHRC successes with the world.

4. Linking users to good information resources, and

5. Providing top-quality, family-friendly content that is appropriate to and in compliance with the mission statement, educational goals and objectives of WHRC.

Posting Requirements:

1. WHRC Webmaster

The setting up of a home page shall have a Webmaster appointed by the Board of Directors. The WHRC Webmaster shall assist the Board of the WHRC in ensuring that these guidelines are adhered to and that the content of the web pages meets the Board's approval.
The WHRC Webmaster is the only person in the Society authorized to upload files to the web server.
The Board must review and approve the WHRC website after posting of any modified content.

2. WHRC Home Page

The WHRC home page shall be located on the Board approved hosting server. If the WHRC has additional web pages on one or more sites on external web servers, then the WHRC home page shall provide direct links to all sites. All WHRC web pages must conform to these guidelines regardless of the location, whether on the approved web server or an external web server. The WHRC home page shall indicate the date of the last revision.

3. Content of Web Pages

The content of all WHRC web pages must be consistent with the educational aims of the WHRC and with the policies and spirit of the WHRC Board of Directors. Prior permission must be obtained before any Society members' personal information is posted on the Internet web pages.

4. Communication Links

No web page content may allow people accessing the page to contact any Society member directly as a matter of default unless allowed under paragraph 3 above. Communication with respect to the content of any page must be directed to the Webmaster of the WHRC. WHRC home pages must include a "mailto:" link to the Webmaster.

5. Advertisements

WHRC web pages may contain small acknowledgments of WHRC partnerships or sponsorships. Web pages may provide links to partners or sponsors' web pages. A special section or page may be devoted to the sale of lapidary items donated to the WHRC.

6. External Links

All links connecting to external sites must be approved by the WHRC Webmaster, and are subject to final approval by the Board; this includes separate member web pages hosted on external servers.

7. Identification of Junior Class Members

For a junior member first name and/or picture and/or information about the junior to appear on any WHRC web page, the WHRC must obtain parental permission on the Internet Information Release Form. This form is provided to the parent/guardian in the WHRC enrollment package. This form must be renewed each year. Only number, topic, event or first name may be used to identify junior member work. A junior's full name or email address may NEVER appear on a web page. Junior work may include but is not limited to; web pages, artwork, graphic design, written documents, multimedia presentations, projects, etc. Filenames for pages and images should be checked to ensure that juniors' names do not appear there, e.g., marysmith.gif, jimpaul.html. Permission must be obtained from any Society member prior to displaying his/her photograph or information.

8. External Member Web Pages

External member web pages will promote learning and must be consistent with the educational aims of WHRC. The creator of the page is responsible for the content of any external links. The page must adhere to the rules above for posting of junior member work. We encourage lapidary related web pages to be linked from the WHRC site. Contact the WHRC Webmaster with the appropriate site address or files for uploading to the WHRC site.

9. Personal Home Pages

It is not permitted for personal home pages for Society members to be linked from the WHRC web site unless they are related to the WHRC mission. Junior Members may create "content" pages under the supervision of the Webmaster, but not personal pages about themselves. Similarly, members may create pages that are educationally oriented. Linking to a juniors or member's personal (non-mission) page on an external site is not permitted.

10. Respecting Copyright

Copyright must be respected. The author of the web page must not use copyrighted material without permission. This includes icons and "buttons", images, background watermarks, sounds and video.

11. Claiming Copyright

The author for his/her own original work may claim copyright.

Style Guide: (The following items are suggestions - not mandatory, but recommended.)

1. Avoid "Under Construction" signs on a home page; construct the page before placing it on the Web. If UNDER CONSTRUCTION graphics are necessary, please do not keep them on any page longer than four (4) weeks.

2. The date of the last update to the page should be clearly identified for page viewers.

3. Images should be displayed with width and height set. Large images should be avoided.

4. Pages should accommodate a variety of browsers, including text-only browsers when feasible. Avoid making pages that require unusual plugins.

5. Pages should be checked for spelling and proofread before they are displayed.

6. Internal documentation should be maintained along with the source code. It should consist of the author's name (guardian's name may be more appropriate if author is a junior), and creation and revision dates. Any unusual content or styles should be noted. Written permission authorizing the use of any copyrighted material must be maintained

7. Facilitate travel through your web pages. Provide hypertext links wherever possible. Keep URL's as simple as possible.

Restrictions: Society Members are Precluded from:

1. Posting, linking to or sending any transmissions or files constituting or encouraging conduct that would constitute a criminal offense, giving rise to civil liability, or otherwise violating any local, state, national or international law, including without limitation the U.S. export control laws and regulations.

2. Posting or transmitting any information or software that contains a virus, worm, malware, cancelbot or other harmful component.

3. Uploading, posting, publishing, transmitting, reproducing, distributing or participating in the transfer or sale of any information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right holder.

4. Abusing or fraudulently using the Web Posting Service in any way not specifically set forth above. Additionally,

5. Chain letters are not allowed to be posted.

6. Irresponsible postings that result in large numbers of complaints to WHRC Administration will result in posting privileges being disabled.

7. Illegal postings, such as harassment, pornography or copyrighted software or other data (such as mp3 sound files) are grounds for immediate termination of the user's web-posting privileges and/or website update access, and will result in subsequent disciplinary action and/or prosecution. Any disregard for the above conditions may result in your website update access privileges being disabled, along with any and all other appropriate district, local, state, national and international actions including prosecution of all involved perpetrators.

Web Page Posting Ethics:

Before posting any material on the web, ask yourself this question:

1) Would I put this in a local or national newspaper for anyone to read?
If you answered "no", then it doesn't belong on a web page.

Penalties and Disciplinary Actions for APP Violations:

Violations of the WHRC Acceptable Posting Policy (APP) are treated as violations of the WHRC Operating Regulations and qualify the offender for any and all appropriate actions and punishments as set forth in the By-Laws and Standing Rules, including suspension and/or expulsion of membership.