

WEBSITE POLICY & PROCEDURES

PURPOSE

The South Texas District website is the primary method of communication for the South Texas District's office, officers, directors, principles, agents, elected officials, etc. to communicate with its ministers in good standing. Use of the South Texas District website and its technological resources are subject to a variety of policies, procedures, regulations, and governing bodies including, but not limited to:

- A. The South Texas District Board,
- B. The South Texas District Communications Committee
- C. The By-laws of the South Texas District and its articles of Incorporation.

Violations of this policy or complaints regarding content should be forwarded to the South Texas District's Communications Committee. Subsequently, a written report shall be forwarded from the Chairman of the South Texas District's Communication Committee to the district office within 10 business days.

RESTRICTIONS ON USE

Use of the South Texas District's technological resources, including electronic messaging, video conferencing and its website, is limited to ministerial purposes. The following activities and actions are in violation of this policy:

- A. The posting of libelous, fraudulent, or racially offensive materials. Use that creates or contributes to a spiritual offense. We are admonished to "*love one another*" and "*labor together*"
- B. Transmission of commercial or personal advertisements, solicitations, promotions, or use of the resources for personal business interests without the prior written permission of the website administrator and/or the District Secretary.
- C. Waste, misuse, or abuse of technological resources. A person's use should not interfere with the operation of the

networks, computers, or with the work of others. Examples of prohibited activity include (but are not limited to): flooding systems, networks or user accounts with Spam e-mail; forging e-mail or obscuring the identity of the e-mail sender; providing access to your personal password protected material to persons not licensed or affiliated with the South Texas District United Pentecostal Church; or providing unauthorized access to other user's accounts, data, files, or passwords.

- D.** Promotion of unlawful activities.
- E.** Use of South Texas District technology resources to benefit nonprofit organizations shall be consistent with the District Board's advisory opinions, specifically; any use should be de minimis cost and should be officially sanctioned by the South Texas District Communications Committee and/or the South Texas District Superintendent.

SECURITY

Documents published on the web are public by default. Information providers should take whatever steps are necessary to restrict confidential information intended for South Texas District officials and officers. The South Texas District will, insofar as possible, respect the privacy of all ministerial files, correspondence, and/or electronic mail. However, all files or electronic mail is subject to inspection at the request of the District Board or as a result of a court order.

DISTRICT AND DEPARTMENTAL INFORMATION

Visitors to the South Texas District website will be able to clearly distinguish between the district information and the departmental information which may appear in conjunction with members of our ministerial constituency.

Online providers and their departmental officers are responsible for the content of messages, letters, and/or correspondence sent by their committee members, team members, and/or agents if the provider claims to exercise editorial control over its ministry's messages. The South Texas District will exercise editorial control through its website administrators over material maintained by staff, teams, departments, committees, and/or members. To keep a visible distance from the South Texas District information, a standard disclaimer notice will appear before entrance is approved in formats that appear on departmentally maintained pages.

The Standard Disclaimer. All departmental and committee pages should provide the following disclaimer: Any page that is maintained by a department or committee instead of the district office shall include a statement such as the following: "The information on this page has not been provided by the district office but by the _____ department/committee and/or its constituents."

Posting to South Texas District's website by individuals, ministries, churches, and/or other religious organizations reflect their own thoughts, interests, and activities; they do not implicitly or explicitly represent official positions and policies of the South Texas District United Pentecostal Church. Authors of these additional web pages assume responsibility and liability for the content of their documents.

COPYRIGHT

Releases should be obtained before you use portions of a web page such as photographs, wallpaper, icons, banners, drawings, video or sound clips. Using items from sites set up specifically for distribution of these items is appropriate, but don't assume the item is freely available.

You can indicate your preferences with regard to the materials you create on your web page by including a notice stating "(c) YEAR AUTHOR" to indicate that you reserve the copyright to the content of the web page. If a work includes this statement, it is a good indication that the author cares about copyright infringement. Consider works that do not include this statement as still protected by copyright, however, and look for a published authorization to use the material. When you do use the material, be sure to credit your source.

District web pages produced using teams and/or companies paid by the South Texas District shall be owned and copyrighted by the South Texas District, unless a written agreement to the contrary is entered into prior to the production. Departmental or personal web pages are owned and copyrighted by the producer, who is solely responsible for the content.

RESPONSIBILITIES

Web page coordinators of Departments, Committees, Programs, and/or Divisions:

- Responsible for contacting District Office at info@southtexasupci.com. to gain website presence.

- Responsible for the development and continual updates needed for continual improvement of district web pages representing their area.
- Responsible for communicating changes to info@southtexasupci.com.

Head of Department, Committee, Programs, and/or Divisions:

- Assign or reassign responsibility for the unit's web pages if the page coordinator leaves the District or is asked to serve in another area of ministry within the district.
- Responsible for the content of the department's web pages and must sign off on content of web pages.
- Website Administrator may remove any content from pages that violates local, state or federal laws, or other South Texas District policies.

The Internet Communications Committee & Its Contractors:

- Shall advise the South Texas District about policy, style, and content.
- Evaluate and revise this policy to keep it up to date.
- Evaluate and revise the South Texas District web publishing procedures to keep them up to date.
- Review the maintenance of the South Texas District home pages.
- Take questions regarding the policy and forward complaints of policy violations to the appropriate officers.
- Continue to develop the website into a virtual district office so that each minister has access to tools that will enhance and encourage ministry and growth in his region of the district.
- Review and recommend changes to policy, procedures, or the structure of the South Texas District web site.
- Provide links from the South Texas District's website via a procedure that will handle all requests through a uniform method.
- Monitor information loaded on website to ensure it is current and replace any outdated information.
- Monitor use of resources and allocation of website space and availability.
- Promote the use of the World Wide Web by providing training to all department leaders and/or their designees.

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WEB STYLE GUIDE

Compatibility.

- A.** The South Texas District web documents shall be accessible and useful from all generally used web browsers, especially graphic browsers.
- B.** All web documents should conform to current HTML standards. Limited use of additional extensions is permitted, as long as all pages display effectively in most graphical browsers.
- C.** All graphic elements must use when appropriate, the ALT tag within HTML to provide a textual replacement for the image.

Page Templates.

- A.** All pages of the South Texas District and its subsidiary departmental and committee pages should be based upon the First Page Template, which includes the following elements:
 - 1.** The South Texas District Logo and nameplate.
 - 2.** The name of the Department, Committee or office in prominent text or graphic.
 - 3.** A date indicating when they were last updated and the email address of the person in charge of said department's page as a live link.
 - 4.** All pages shall have a link back to the district's home page and its location shall be at the discretion of the district's web designers.
 - 5.** All pages shall have corporate colors somewhere in its graphic display to deliver continuity and uniformity.

Within these guidelines, all other website content decisions are left to the discretion of the Communications Committee and the South Texas District Board and its presiding officers.