Williamson County

Governance for Posting on and Editing Williamson County Websites

All Williamson County websites are communication tools for sharing information with residents about county government. The responsibility of these sites is shared between the Public Information Office, Technology Services and Elected Officials.

Definitions and Acronyms

Content Management System (CMS) - Application that supports the creation and modification of digital content using a common interface. Wilco.org is created and maintained using a CMS.

Portable Document Format (PDF) - Adobe Acrobat driven document that is cross-platform viewable with a free reader application.

Public Information Office (PIO) - Office within Williamson County that oversees the public appearance of Williamson County government, including wilco.org.

Content Provisioning
New pages are created only when the content does not have a logical place to go. Each new page must fit a specific need with content not already addressed elsewhere.

Environment
- All department, project, and content pages will use designated template (this includes, icons, buttons, menus, fonts, colors, headers, and titles) to maintain a consistent look and feel across the environment.
- Forms Standardization
- Any request for a different template must be approved by the PIO.
- Third party development tools are not supported.

Access and Training
- Department Head or Elected Official must register the web component as an asset through Oracle Self Service Manager to the person they wish to contribute or edit content.
- They must complete Web Content Training

Accessibility
To strive to meet the accessibility standards outlined in Section 508 of the Rehabilitation Act of 1973:

- <marquee>, <blink> elements will not be used, nor any other type of blinking, scrolling, fast moving text features
- ALL Images MUST have relevant <alt> and <title> tags
- Text should not be added to pages as an image, if there is an image posted and the text is relevant to the user for comprehension the text needs to be in the Long Description <longdesc> of the image. You can ask the Primary Website Administrator for assistance with this if you need it.
- Form elements will have associated <label> or <title> tags

Subject Matter

Content (including published links) shall not contain inappropriate subject matter, including but not limited to:

- Gambling, alcohol, tobacco, or illegal drugs
- Hate, bias, discrimination, pornography, adult/sexually oriented
- Political agenda regarding organizations, causes, or candidates
- Websites that charge fees for products or services online
- Websites that lobby, advocate, or advance the policies and priorities of a particular industry, organization, or enterprise.
- All Images used on Williamson County websites must have been created by Williamson County personnel, bought by Williamson County or licensed by Williamson County. No copyrighted images will be allowed to be used unless it meets the prior criteria.
- Postings must be spell-checked and grammar-checked before posting.
- Any resource that is otherwise deemed inappropriate for use on Williamson County websites.

Security

- Content dependent on plug-ins with noted security vulnerabilities are not allowed on wilco.org. This is including but not limited to Adobe Shockwave/Flash.
- Section 508 compatible PDFs are to be used in lieu of .doc, .docx, .xls, .xlsx, and other word processing native files.
- Any request to utilize scripting or style sheets will be approved and implemented by the Williamson County Website Administrator.
- All content is considered property of Williamson County and should adhere to Internet and Computer Usage Policies.

Sensitive Information

Williamson County websites are anonymously, publicly accessed sites. Sensitive and protected data as defined by the TS Security Policy (available on the County Intranet portal), shall not posted on or collected by Williamson County websites. This includes page content, images, PDFs, surveys, online forms, and all other file formats. If there is a need for dissemination of protected or sensitive data to the public, contact the Primary Website Administrator. A consultation will be setup to determine the best course of action.

Conduct

Williamson County Employees managing content on Williamson County websites are direct representatives of Williamson County. They are expected to conduct themselves in a professional business manner. Malicious intent and gross misuse of Williamson County websites will result in removal of access.

Williamson County department administrators and contributors that violate the policies and procedures set forth in this document may be subject to:

- Notification to their Department Head / Elected Official
- Suspension of Administrator / Contributor access
- Notification to Human Resources
- Legal action