

	<b>County of Morris</b> <b>Policy and Procedures</b>	<b>No: 5:2.01</b>  <b>Page 1 of 5</b>
<b>Subject:</b> Website Policy: Terms of Use	<b>Effective Date:</b> 3/27/2013  <b>Revision Dates:</b>	<b>Approval</b>   <b>Board of Chosen Freeholders</b>

I. PURPOSE

To establish Terms of Use for all Morris County websites, including those of any County department, agency, board, commission or authority.

II. POLICY

*The following verbiage shall be posted on all public-facing and internal county websites, including those of any County department, agency, board, commission or authority:*

By visiting this site, you are accepting these terms of use, including the following policies and practices. This notice and these policies may be modified from time to time without notice, so please check back periodically. This notice covers the following topics:

- A. Information disclaimer
- B. Linking policy
- C. Endorsement disclaimer
- D. Copyright and trademark limitations
- E. Use of material from this site
- F. Unauthorized modifications

**A. Information Disclaimer**

By visiting this site, you understand and agree that the Morris County [agency or web site name] site is provided "AS IS". The Morris County [agency or web site name] makes every effort to provide accurate and complete information on this web site. The information contained herein is not official nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about the Morris County [agency or web site name]. Portions of the information on this site may be incorrect or not current. The Morris County [agency or web site name], its officers, employees or agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to, damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.



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## B. Linking Policy

### Links TO External Sites

The Morris County [agency or web site name] site contains links to outside web sites. These web sites are not owned, operated, controlled or reviewed by the Morris County [agency or web site name]. These links are provided solely as a courtesy and convenience to you, the visitor.

The Morris County [agency or web site name], its officers or employees, exercise no control over the organizations, views, accuracy, copyright or trademark, compliance or the legality of the material contained in these outside web sites. The Morris County [agency or web site name], its officers or employees, do not sponsor, endorse, or approve the information, content, proceeds, materials, opinions or services contained on such outside web sites. The visitor proceeds to these outside web sites at his/her own risk. The Morris County [agency or web site name] specifically disclaims any and all liability from damages, which may result from the accessing of a third-party site, which is linked to the Morris County [agency or web site name] web site or from reliance upon only such information.

One purpose of this policy is to identify the criteria and conditions by which the Morris County [agency or web site name] provides links to external websites. Consistent with the Morris County [agency or web site name]'s overall Website Terms of Use Policy, the Morris County [agency or web site name]'s primary purpose for linking to external websites is for the Morris County [agency or web site name] to provide information to the public regarding services available to the public from County government, as well as information regarding services available to the public from other governmental agencies and private organizations in partnership with the County. Thus, the County is not establishing a forum for others to provide information. Rather, the County is providing information to direct website users to resources outside the County which provide services to the general public which are complementary to and in support of the services provided by the County.

This policy governs the creation of implied or explicit links to external websites from images, notices, and other communications on any Morris County [agency or web site name] website. Such links include:

- Hyperlinks activated by clicking on an image or text, leading to a web page that does not reside on a Morris County [agency or web site name] website (explicit);
- Mention of a URL address providing users with the address of a web page that does not reside on a Morris County [agency or web site name] website (implied), or;



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- Any other explicit or implied facilitation of movement from a Morris County [agency or web site name] website to another web page that does not reside on a Morris County [agency or web site name] website.

The Morris County [agency or web site name] may establish links on its website to external sites, provided that each external site meets at least one of the following criteria:

- Other government agencies, including federal, state, county, regional, public schools, and special districts.
- Organizations that receive sponsorship from or with the County of Morris or State of New Jersey in the form of a financial grant, or a written contract by which the County provides services in collaboration with the organization to achieve a mutual goal related to the County's governmental purpose.
- Private or non-profit organizations that have a business relationship with the Federal, State, County or local governments and which support the mission of the Morris County [agency or web site name].
- Organizations that rent or lease office space from the County of Morris.
- Local and regional economic development organizations that assist the County in promoting businesses throughout the County of Morris: the Chamber of Commerce, business district associations, and related sites.
- Local and regional organizations that assist the Morris County [agency or web site name] in anti-terrorism preparedness within the Morris County [agency or web site name] and the surrounding region, including but not limited to medical facilities, businesses, and non-profit organizations directly involved in provision of services.
- Sites providing directional and climatic information.

Other than links to other governmental agencies, all links to external sites must be approved by the Morris County [agency or web site name] director.

### Links FROM External Sites

If you link to the Morris County [agency or web site name] site, you must abide by the following practices:

- Link to, but do not replicate, our content;
- Do not create a browser or border environment around our content. Always open our site in a new window. Do not open our site in your frames;
- Do not imply our endorsement of your site or your products;
- Do not misrepresent your relationship with us;



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- Do not use our logo on your site without express written permission;
- Your site must not contain content that could be considered illegal, distasteful or controversial, and should only contain content that correlates to Morris County [agency or web site name] web site subject matter.

If you decide to link to us, we would like to know about it. Please contact the [Morris County Office of Public Information](#).

**C. Endorsement Disclaimer**

Reference in this web site to any specific commercial products, processes, or services, or the use of any trade firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the Morris County [agency or web site name] or its officers, employees or agents.

**D. Copyright and Trademark Limitations**

The Morris County [agency or web site name] makes no warranty that materials contained herein are free of copyright or trademark claims or other restrictions or limitations on free use or display. Making a copy of such material may be subject to copyright or trademark laws.

**E. Use of material from this site**

The Morris County [agency or web site name] has made the content of these pages available to the public and anyone may view, copy or distribute *Morris County [agency or web site name] information* found here without obligation to the Morris County [agency or web site name] for non-commercial, personal use only, unless otherwise stated on particular material or information to which a restriction on free use may apply.

The design of this site, original graphics, and original content are all copyrighted by the County of Morris and may not be re-engineered, distributed, modified, transmitted, re-used, reposted, or duplicated without the express written permission of the County of Morris in each instance. All requests to use any part of the original design, code, graphics or content of this site should be made via e-mail to the [Morris County Office of Public Information](#) .

**F. Unauthorized Modifications**

Unauthorized attempts to modify or otherwise alter any information or image stored on the Morris County [agency or web site name] web site may result in criminal prosecution.



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III. APPLICABILITY

This policy shall be posted on, and apply to, all public-facing and internal county websites, including those of any County department, agency, board, commission or authority.