



CITY OF LOS ALTOS WEBSITE USE POLICY

Purpose and Goal: The City of Los Altos maintains its website (www.losaltosca.gov) for the purpose of educating and providing information to residents and visitors regarding Los Altos and the services provided by the City. The City may post information about or links to information from other organizations serving the community if the information is of general interest regarding cultural, educational or recreational activities and is consistent with or furthers the goals and purposes of the City's website. The City does not intend for its website to become a public forum by which public discourse, exchange of opinions or discussion on issues of any nature may occur.

While the City does its best to keep its website accurate and timely, the City neither warrants nor makes representations or endorsements as to the accuracy, quality, content, or completeness of the information, text, graphics, hyperlinks, and other items contained on its website. Content on the website is compiled from a variety of sources and is subject to change without notice from the City as a result of updates and corrections.

The City of Los Altos website and all materials contained on the site are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of fitness for a particular purpose. The City is neither responsible nor liable for any viruses or contaminations of a web visitor's hardware, software, peripherals, or properties nor for any delays, inaccuracies, errors, or omissions resulting from use of or with respect to the material contained on its website, including without limitation but not limited to, any material posted on or linked to from the City of Los Altos website. The City is not responsible for any special, indirect, incidental, or consequential damages that may arise from the use of, or the inability to use, the site and/or the materials contained on the site whether the materials contained on the site are provided by the City of Los Altos, or a third party.

Links: The City may link to websites of other organizations if the information is consistent with the purpose and goals stated above. Examples of the types of organizations which the City may allow links to include:

- Other governmental agencies serving City residents
- Public utilities (gas, electric, water, sewer, garbage, recycling, cable television) serving the City
- Public elementary, secondary and postsecondary schools and educational institutions located in or serving the Los Altos area
- Organizations whose primary purpose is providing resources for businesses in Los Altos
- Museums and libraries
- Sports leagues primarily serving Los Altos residents
- Hospitals serving the Los Altos area

The City will not allow links to websites for: office holders or candidates for political office; organizations or groups engaging in political activities; media; and corporate or other for-profit organizations; unless the group or organization has an existing, co-sponsored relationship or formal, written agreement with the City. Under no circumstances will the City link to individual or personal sites or sites containing obscene materials.

Links to outside organizations which have a co-sponsored relationship with the City may be allowed. Such links shall be limited to the activity or event co-sponsored by the City and does not represent City endorsement of the group or organization or its activities.

All external links shall be approved by the City Manager or his/her designee.

The City of Los Altos is not responsible for the content of any external website.

City Calendar: The City maintains a “City Calendar” on its website. This calendar shall be used only to list events sponsored or co-sponsored by the City.

Community Announcements: The City may use its website to post brief announcements regarding upcoming events in the community. Such announcements will be limited to events sponsored or co-sponsored by the City.

Use of City Logo and website content and images: The City of Los Altos logo is a trademark of the City and may not be used without the express written permission of the City. The City of Los Altos retains copyright on all text, graphic images, and other content, unless otherwise noted. Any use of materials stored on the City’s website is prohibited without the written permission of the City of Los Altos. No person or entity may do any of the following without written permission from the City: a) modify and/or re-use text, images or other web content from a City web server, b) distribute the City’s web content, and c) “mirror” the City’s information on a non-City server.

Communications made via electronic mail (e-mail), including "mail to:" links, and messaging systems shall in no way be deemed to constitute legal notice to the City of Los Altos or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action regarding the City or any of its agencies, officers, employees, agents, or representatives, where notice to the City is required by any federal, state or local laws, rules, or regulations.

The City website structure and content are created and maintained by City staff in concert with the contracted website consultant. Requests for City website content additions, deletions or modifications from City Commissions or Committees, or the public should be directed to City staff for review and evaluation. The City reserves all rights to compose, edit and maintain all aspects of the City website.

Acceptable Use: Using the City of Los Altos website indicates the user agrees with this policy. Users should refrain from using the City of Los Altos website if they disagree with this policy.

Individuals, organizations and businesses are free to use the City of Los Altos website for any lawful, worthy and ethical purpose, except as limited by this policy. To the extent permitted by the Public Records Act and otherwise legally permissible, commercial use of the City of Los Altos website materials, content, and information is explicitly prohibited without the written permission of the City. The website must not be used to solicit customers or sell products or services.