



14 West 17th St., Scottsbluff 69361
www.Wyo-BraskaNA.org

AREA WEB SITE POLICY AND GUIDELINES

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INTRODUCTION

The following proposal outlines policy and guidelines for the newly adopted website, "<http://www.wyo-braskana.org>", created by the Wyo-Braska Area Service Committee.

The following proposed guidelines are derived from the NA World Service Office publication, <http://www.na.org/webpage.htm> "Public Information Resource Paper on PI and the World Wide Web", and from "Web Site Policy and Guidelines" of the Hawaii Region (<http://www.na-hawaii.org>) which was used as the basis for this document and many of the guidelines herein.

PART 1: PURPOSE, NAME AND ACCOUNTABILITY

- 1) The purpose of our web site is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicate the activities of the Wyo-Braska Area Service Committee.
- 2) The Uniform Resource Locator (URL) for this site is <http://www.wyo-braskana.org>
- 3) This Website is accountable to the NA Fellowship through the Wyo-Braska Area Service Committee, through its project leader the "Webservant".
- 4) The "Webservant" is the point of accountability for this Website and is responsible to the Wyo-Braska Area Service Committee for the website's construction and maintenance.

PART 2: FINANCES AND OWNERSHIP

- 1) Costs for web hosting, and domain registration are the responsibility of the Wyo-Braska Area Service Committee. Costs for Internet access by the “Webservant”, and costs for necessary computer software, training, etc., are not included.
- 2) The Webservant is responsible for communicating all financial needs and consequences to the Wyo-Braska Area Service Committee’s Administrative Officers, primarily the Treasurer.
- 3) This Wyo-Braska Area Service Committee is the owner of the domain name “wyo-braskana.org”. The Webservant is responsible for maintaining the ownership of the domain name for the Wyo-Braska Area Service Committee.
- 4) The Webservant is responsible for investigating and choosing a vendor for hosting the web site. Final responsibility rests with the Area Service Committee for distribution of funds.
- 5) All budget considerations will be addressed as outlined in the Wyo-Braska Area Service Committee’s own policy.

PART 3: WEBSERVANT REPORTING AND COMMUNICATIONS

- 1) The Webservant will submit a written report to the Wyo-Braska Area Service Committee at each regular meeting. This report communicates all financial, technical and correspondence related to the operation of the web site. The Webservant is required to attend all regular Area Service Committee meetings.
- 2) The Webservant is responsible for downloading and distributing e-mail and web site feedback communications. E-mails will be distributed to area service committees' point(s) of responsibility. It is the responsibility of the members of various subcommittees within our Area to follow through on any incoming communications.
- 3) There will be only one POP email account (address) for this domain, help@wyo-braskana.org, all incoming and outgoing communications on this account will be handled by the "Webservant" in accordance with these guidelines, as well as NA Traditions and Service Concepts.
- 4) Personal e-mail addresses are not to be used on this web site so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications or have the Webservant relay e-mails through the wyo-braskana.org domain for such replies.
- 5) Trusted servants and/or service committees receiving communications relayed from the Webservant are responsible for acknowledging the communication and informing the Webservant of the disposition of the communication.

PART 4: WEB PAGE CONTRIBUTING MEMBERS

- 1) The Wyo-Braska Area Service Committee chooses the Web Servant and the Web Servant Alternate. Volunteers are encouraged to participate but do not have voting privileges and are not allowed to have technical or administrative access to website. Extent of their participation is at the discretion of Webservant and/or Area Service Committee.

PART 5: WEB SITE CONTENT AND COMPONENTS

- 1) The web site will contain the following sections or pages:
 - The Home Page - Basic information, with map of our area.
 - What is NA? - NAWS-approved description of the fellowship.
 - Meeting Schedules - For the various cities in our area.
 - Printable Schedule - Same as above, without theme or navigation content.
 - Upcoming Events - Listed by month, with links to those hosting the event.
 - NA Links - In accordance with NA's guidelines for "Fellowship Approval".
 - Contact Form - For Comments and Questions, etc.
 - Confirmation Page - Confirms that contact information was received.

- 2) The Wyo-Braska web site will have the following content on each page:
 - a. The title of page.
 - b. The left margin, and bottom, of the page will have top-level navigation links for the entire website.
 - c. The bottom of the page will display technical contact information for the web site and the Wyo-Braska Area Service Committee.
 - d. A date and time component describing the last update to the page.

- 3) The index or home page will have the following content: in addition to the standard page information:
 - a. A welcoming paragraph (with announcements when necessary).
 - b. A navigation bar component for the first tier of child pages under the index or home page.
 - c. A visitor "hit counter" component.
 - d. Clear text stating that this is an official website for Narcotics Anonymous in the Wyo-Braska Area through the administration of the Wyo-Braska Area Service Committee.

PART 6: TECHNICAL GUIDELINES

- 1) The software used for the web site publishing is Microsoft FrontPage 2002.
- 2) Web site host must support Microsoft FrontPage server extensions.
- 3) The user name and user password to publish the website will be held by the Webservant, alternate Webservant and the Area Chairperson only.
- 4) Internet browser compatibility will be as universal as possible when considering design elements of the web site.
- 5) Web site design should be tailored to the download rate of 28Kps. No page should take more than 30 seconds to download at 28Kps.
- 6) The site will be designed for a browser window of 800 x 600 pixels.
- 7) The use of JavaScript will be curtailed to basic web site components.
- 8) The use of images other than for buttons and other technical components will be minimized to reduce the time needed for downloading our web pages.
- 9) The size of files for downloading should be kept low to reduce the time needed for downloading and slow connection speeds, whenever possible.
- 10) Files for downloading should be offered in "Portable Document Format (filename.pdf), with a link nearby so viewers can obtain the Acrobat Reader Software free of charge.
- 11) Files for downloading should be scanned for viruses before posting to the web site.
- 12) External hyperlinks should be checked on a monthly basis for integrity and site content examination.
- 13) Registration of the web site with major search engines should be an ongoing effort by the webservant. Any use of "pay for submission" services shall only be done with prior approval of the Wyo-Braska Area Service Committee.
- 14) Text font size will be chosen for easier reading for all platforms.
- 15) Alternate text tags will be used for images.
- 16) Plain text alternatives should be available for all meeting directory pages and contact information pages.
- 17) Webservant will make every effort to ensure that our site is virus-free, and shall use commonly available anti-virus software at all stages of his/her work.

- 18) Frequent “back-up” copies of the web site are to be made by the Webservant. The purpose for the back-up copies of the web site is for archival and rescue purposes by the webservants in maintaining the web site.

PART 7: GENERAL GUIDELINES AND POLICIES

- 1) External hyperlinks will be only to official NA web sites. The Webservant will evaluate these web sites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
- 2) Meeting directory pages should be checked for updates at least every 30-45 days.
- 3) Each Area Service Sub-Committee may request to post information concerning local group activities, service functions, or other NA related information ? excluding personal recovery communications.
- 4) Chats, forums, discussions, and other similar content concerning personal recovery issues are not posted on the web site since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of NA as a whole.
- 5) Images of any identifiable person, whether an NA member or not, are never used.
- 6) Sales of merchandise are not done on the website.
- 7) Requests for literature purchases will be referred to Narcotics Anonymous World Services, or the person shall be referred to local groups in their area.
- 8) If a group within the Area has its own web site, the Wyo-Braska web site will link to it only if it conforms to NA fellowship guidelines.
- 9) Copyrighted material will not be used on the website without specific permission from the owner of the material.

PART 8: QUALIFICATIONS FOR WEBSERVANT

- 1) The minimum clean time for Webservant and Webservant Alternate position(s) is two (2) years, and shall only be waived by the Area Service Committee in cases of a candidate having exceptional computer skills and a proven history of excellent service work within the Area Service Committee. Waiving the clean time requirement is generally the last act of a desperate committee.
- 2) An understanding of the Twelve Traditions and Twelve Service Concepts is vitally important in this service position as it involves communications and public relations with non-addicts as well as the still suffering addict.
- 3) Any person considered for this position should demonstrate an ability to write HTML code and administer a website, as well as possess the required computer software, Internet access, etc., and be proficient in using the required software.
- 4) These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servants.
- 5) Webservant (and Alternate) are chosen by ASC, by election according to the ASC policies.
- 6) The term for each position is to be two years in length.
- 7) No person shall be chosen as a “Trusted Servant” for this, or any other service endeavor, if that person has a prior history of abandonment of service commitment or past instances of communications or conduct unbecoming to a service representative of this committee. This is a Public Information (PI) commitment.

PART 9: PRIVACY POLICY

- 1) Privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.
- 2) The Webservant will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a “Privacy Policy” for the web site.
- 3) This privacy policy will evolve as needed and be approved by the Area Service Committee before posting on the web site.

- 4) The following is the current "Privacy Policy" as posted on the Wyo-Braska Area Service Committee web site:
- Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."
 - Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to this web site. You may take this promise of anonymity for granted as an NA member and wonder why we need to bring this issue up. We do so because of our experience with a few NA related web sites that use "cookies" to track your usage of their web sites. Even more objectionable is the use of cookies by outside organizations on these NA web sites. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.
 - Communications: Any communication submitted to wyo-braskana.org will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback forms take their own precautions if they desire to remain anonymous.
 - All communications are considered to be official NA business, and require some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.
 - There are alternative methods for communicating with service committees within this Region. These alternatives are listed on our contact information page. Please utilize this information if it is necessary to fulfill your needs.
 - Personal Requests: Under no circumstances will we forward e-mail of a personal nature to any NA member. This is an official web site of the Wyo-Braska Area Service Committee and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.
 - Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the Wyo-Braska Area Service Committee and/or the Webservant. Your comments are welcome on this topic so please use our feedback form.

*We would like to thank the Hawaii Region Service Committee
for graciously allowing us to use their Web Site Policy
as a model for this document.*